



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry Jr.

Patrice Schornak

Sherry Stein

FRASER CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
33000 GARFIELD, FRASER, MI 48026
THURSDAY, MARCH 14, 2024 - 6:30 P.M

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF COUNCIL MEMBERS**
- 4. APPROVAL OF AGENDA**
- 5. CITIZEN PARTICIPATION ON AGENDA ITEMS**
- 6. CONSENT AGENDA**
 - a. City Council Meeting Minutes February 8, 2024
 - b. Historical Commission Meeting Minutes December 4, 2023
 - c. Recreation Commission Meeting Minutes January 16, 2024
 - d. Planning Commission Meeting Minutes January 3, 2024
 - e. Historical Commission March Newsletter
 - f. CLEMIS IT Services Interlocal Agreement
 - g. 2024 Poverty Exemption Policy
 - h. Set Budget Public Hearing Date
 - i. Concrete Improvement Program Report
 - j. Check Disbursements
 - k. Revenue and Expenditure Report
- 7. NEW BUSINESS**
 - a. Planning Commission Appointment – Trevor Tuller
 - b. Zoning Board of Appeals Appointment – Emma Stasek
 - c. Zoning Board of Appeals Appointment – Patrick Green
 - d. Letter of Support – Detroit Veterans Memorial
 - e. MDOT Resolution for Storm Sewer Overflow
 - f. Masonic Pump Station Engineering Agreement
 - g. ALS Response Request
 - h. Deficit Elimination Plan
 - i. FY 2023/2024 Budget Amendments
 - j. Dump Truck Repairs
 - k. Spray Patching Program
 - l. Utility Rate Study Recommendation
 - m. City Clerk Job Posting
- 8. RETURNING BUSINESS**
 - a. Resolution Opposing State Water Affordability Legislation

FRASER CITY COUNCIL AGENDA – MARCH 14, 2024

- 9. REPORT OF CITY ADMINISTRATION**
- 10. REPORT OF MAYOR AND CITY COUNCIL**
- 11. CITIZEN PARTICIPATION**
- 12. ADJOURNMENT**

THE CITY OF FRASER WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FOUR DAYS NOTICE TO CINDI GREENIA, CITY CLERK AT (586) 293-3100.

IT IS THE POLICY OF THE CITY OF FRASER THAT NO PERSON, ON THE BASIS OF RACE, CREED, COLOR, RELIGION, NATIONAL ORIGIN, OR ANCESTRY, AGE, SEX, MARITAL STATUS, OR DISABILITY SHALL BE DISCRIMINATED AGAINST, EXCLUDED FROM PARTICIPATION, DENIED THE BENEFITS OF, OR OTHERWISE SUBJECTED TO DISCRIMINATION IN ANY PROGRAM OR ACTIVITY FOR WHICH IT IS RESPONSIBLE.



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FRASER CITY COUNCIL MINUTES
CITY COUNCIL CHAMBERS
33000 GARFIELD, FRASER, MI 48026
THURSDAY, FEBRUARY 8, 2024 - 6:30 P.M
DRAFT

A regular meeting of the City of Fraser City Council was held on Thursday, February 8, 2024 at 6:30 p.m. in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Lesich.

2. PLEDGE OF ALLEGIANCE

Mayor Lesich called the meeting to order at 6:30 p.m.

3. ROLL CALL OF COUNCIL MEMBERS

PRESENT: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland
ABSENT: None

OTHERS: City Manager Leven, City Attorney DeNault, City Clerk Greenia

4. APPROVAL OF AGENDA

Mayor Lesich indicated that item 7h – Leaf Pick-Up Program was being removed from the agenda.

Council Member Schornak added Item 7o Bob Logan PC and ZBA Meeting Discussion

Motion by Sutherland supported by Schornak to approve the agenda for the February 8, 2024 meeting of the Fraser City Council meeting as amended.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland
NAYS: NONE

Motion Carried

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

George Higgins, 18331 Breezeway, Fraser spoke regarding the Resolution Opposing State Water Affordability Legislation. He asked City Council to table this item and investigate it additionally prior to making a decision.

FRASER CITY COUNCIL MINUTES
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6. CONSENT AGENDA

The following items were on the Consent Agenda for the February 8, 2024 City Council Meeting:

- a. City Council Meeting Minutes January 9, 2024
- b. City Council Meeting Minutes January 11, 2024
- c. Election Commission Meeting Minutes October 12, 2023
- d. Recreation Commission Meeting Minutes December 5, 2023
- e. Planning Commission Meeting Minutes December 6, 2023
- f. Zoning Board of Appeals Meeting Minutes December 7, 2023
- g. Civil Service Commission Meeting Minutes December 11, 2023
- h. Check Disbursements
- i. Revenue and Expenditure Report

Motion by Sutherland supported by O'Dell to approve the Consent Agenda for the February 8, 2024 Fraser City Council meeting as presented.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

7. NEW BUSINESS

a. Eagle Scout Myron Kruzel Recognition – Arbor/Arch at McKinley Park Sensory Garden

Mayor Lesich presented Myron Kruzel with a recognition resolution for his efforts on the Arbor/Arch at McKinley Park Sensory Garden.

b. Board of Review Appointment – Brian Krause

City Manager Leven reviewed that this was a request made by Assessor Deb Kopp to fill the vacancy left when Kenny Perry, Jr. was elected to City Council.

Motion by O'Dell supported by Schornak to approve the appointment of Brian Krause to the City of Fraser Assessing Board of Review with a term ending December 31, 2025.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

c. IFT Public Hearing – Fairway Packing

City Manager Leven reviewed this item for the City Council. The applicant, Baratta Brothers dba Fairway Packing, as well as Todd Siebert from Macomb County, were present to answer questions.

Mayor Lesich opened the Public Hearing at 6:47 p.m.

FRASER CITY COUNCIL MINUTES
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Doug Hagerty, 31048 Richert, was present. He reviewed the history of the Industrial Subdivision and indicated that over the years much of the taxes for the City were paid by these business owners. He was in full support of this application.

There was no other public comment.

Mayor Lesich closed the Public Hearing at 6:53 p.m.

Mayor Lesich noted the change to the value on the application since it was first made. Mr. Siebert indicated that since they filled out the application the cost of construction had gone up quite a bit.

Gino Baratta was present to answer questions. He reviewed the history of Fairway Packing and shared what the company was about. They were hoping to move in around the end of July or early August.

Council Member O'Dell asked if there was any sort of connection between Baratta Brothers dba Fairway Packing and Carmella Foods. Mr. Baratta stated that Carmella Foods was a distribution partner of theirs.

Mr. Baratta stated they were wholesale with a retail presence. They intended to have a pick-up area at this store in Fraser. Council Member Stein asked how many employees they would be hiring for here in Fraser. Mr. Baratta noted they were thinking they would be hiring about 100 people.

Motion by Schornak supported by Lesich to adopt Resolution #2024-01 granting Baratta Brothers dba Fairway Packing an IFEC for a new manufacturing facility located at 18300 15 Mile Road for a term of twelve (12) years with a total real value being \$3,266,459.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

d. CDBG Public Service Allocation

City Manager Leven reviewed that the Public Hearing on the CDBG funding was had at the January 11, 2024 meeting. The public service entities that attended the meeting were C.A.R.E. House, Turning Point and Interfaith Caregivers.

Motion by Stein supported by O'Dell to award 2024 CDBG Funds for the City of Fraser in the following amounts:

\$2,400 to C.A.R.E. House

\$2,500 to Turning Point

\$2,850 to Interfaith Caregivers.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

**FRASER CITY COUNCIL MINUTES
THURSDAY, FEBRUARY 8, 2024**

e. CDBG Bricks & Mortar Grant Application

City Manager Leven reviewed this item with City Council. The limit for award of CDBG funding for one project was \$150,000.

Discussion was had on whether or not the City would be purchasing the Senior Activity Center in the future or not. City Manager Leven had done quite a bit of research on how this would work and how much it would cost the City. She added that she felt like it might be time to make a firm decision on whether or not the City Council felt they might be interested in purchasing the building or not so we could move forward with applications for needs and/or improvements at this site. The HVAC units that had not been replaced yet were in need of replacement. City Manager Leven then explained that the County was the body who administered these grants as the money actually came from HUD. They would like to know that if they approve a grant the City is not going to be looking at purchasing the building then.

Further discussion ensued

Motion by Baranski supported by Sutherland to authorize City Administration to submit an application for \$150,000 in CDBG Funding to pay for HVAC Roof Top Unit(s) at the Senior Activity Center.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

f. Audit Presentation

Alan Panter and Ira Marti were here from Yeo and Yeo to present the FY 22/23 Audit to City Council.

A lengthy discussion ensued between Council, City Administration and the Auditors. For the most part the City had made quite a few improvements from the last audit. City Manager Leven and Finance Director Anjilee Bansal indicated that they were continuing to work on fixing the problems still existed. Mayor Pro-Tem Sutherland asked City Manager Leven if she would keep them updated on the progress of the concerns and asked what City Council could do to help with them.

g. Garfield Road Cost Share Agreement – REVISED

City Manager Leven explained that she received a revised cost share agreement from Macomb County for Garfield Road. The original cost share agreement that was approved by the City was for \$1,269,125 and the revised agreement was for \$1,915,252. The additional cost is based on inflation since the 2021 time of the original agreement. There was about \$2,000,000 available for this project at this time.

Motion by Baranski supported by Stein to approve the Revised Garfield Road Cost Share Agreement with Macomb County in the estimated amount of \$1,915,252.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

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THURSDAY, FEBRUARY 8, 2024**

i. FY 2023-2024 Budget Amendments

City Manager Leven reviewed the proposed budget amendments with City Council. Discussion was had.

Motion by O'Dell supported by Sutherland to approve the budget amendments to the City of Fraser FY 23/24 Budget as proposed by the City Manager.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

h. FY 2024-2025 Budget Timeline

City Manager Leven went over her proposed dates for the upcoming Fiscal Year budget review and adoption. Discussion was had by City Council.

Motion by Sutherland supported by Baranski to approve the Fiscal Year 2024/2025 Budget timeline as presented.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

i. FY 2024-2025 Budget Planning

Discussion was had on matters regarding the upcoming budget including millage amounts, possible change in water and sewer rates, and capital purchases.

The following concerns were mentioned:

Mayor Pro-Tem Sutherland – Steffens Park, reducing PA 33 if possible, water and sewer rates

Council Member Schornak expressed her concerns with how to fix the roads – both residential as well as Industrial Park Roads and reducing PA 33 if possible

Council Member O'Dell wanted to keep PA 33 at the same millage level, Steffens Park was a capital improvement area he would like to spend money on and he was concerned with helping get the roads at the Industrial Park repaired.

Council Member Baranski wanted to reduce PA33 – that was her priority

Council Member Stein agreed to reduce PA 33, work to get a resolution to the Industrial Road situation as well as address the residential roads, Steffens Park.

Council Member Perry agreed with the concerns already mentioned and stated he really had nothing extra.

Mayor Lesich stated that he would like to see for the Public Hearing at least the PA 33 millage set at 2 and it could go down, he really did not want to see any changes to the water and sewer rates until after the rate study is completed. He stated that they used to put a million dollars from the General Fund into our road fund.

**FRASER CITY COUNCIL MINUTES
THURSDAY, FEBRUARY 8, 2024**

City Manager Leven thanked everyone for their input it was very helpful.

Mayor Lesich asked for any comments from the public.

Doug Hagerty, 31048 Richert indicated his concerns with the city's water system.

j. OPEB Actuarial Services Proposal

City Manager Leven went over the proposal from Gabriel, Roeder, Smith and to perform actuarial services regarding the City of Fraser Retiree Health Care funding.

Motion by Lesich supported by O'Dell to approve the proposal from GRS to do actuarial valuation; and prepare GASB Statement Nos. 74 and 75 Reports for 6/30/24 and 6/30/25. A total of \$30,500 is to be paid I the fiscal year 2024-025, with the remaining \$10,000 scheduled for payment in the 2025-26 fiscal year.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

k. Resolution Opposing State Water Affordability Legislation

City Manager Leven explained to City Council that the resolution before them was requested by Candice Miller. She stated that if approved the legislation would add fees to everyone's water and sewer bill to help pay for those people in the State that could not afford to pay for their own. She noted that Fraser was already in a program that served the residents in Macomb County.

Motion by Schornak supported by Baranski to table this matter until the next meeting.

Motion rescinded by Schornak support rescinded by Baranski for that motion.

Motion by Schornak supported by Baranski to postpone the Resolution Opposing State Water Affordability Legislation until the next regular meeting of the Fraser City Council.

Sylvia Orduno, non-resident, patron of a local dental practice commented on the Resolution. She was appreciative of the Council being willing to wait for more information before making a decision on whether or not to adopt this Resolution. She added she had been to many meetings in the County to speak on this matter.

Paul Cilluffo, 31640 Cyril, commented on this matter.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

l. Marijuana Law Update

City Attorney DeNault reviewed the current status of the marijuana law in Michigan.

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m. Bob Logan Attendance at Planning Commission and Zoning Board of Appeals Meetings

Council Member Schornak stated she had been approached by both Planning Commission and Zoning Board of Appeals members telling her that it would be beneficial to have Mr. Logan at their meetings to help with consistency. Discussion was had on who attended the meetings at this time. City Manager Leven felt that communication between the Planner, Lauren Sayre, and Mr. Logan had been improving and would help with the concerns of the Commission and Board Members. She is concerned that Mr. Logan already has quite a bit to take care of. She did state that there was a program called Citizen Planner that might be beneficial for him to take if he wanted to do so.

City Council discussed this matter for quite some time.

Paul Cilluffo, 31640 Cyril, commented on this matter. He stated he appreciated Bob and does not feel we should give him additional work as he has enough work as it is. He did state that he knew the Boards and Commissions did their job very well and hoped that City Council members would take advantage of the knowledge these people had in light of the fact that City Council may be asked to make a very difficult decision soon that would involve planning and zoning.

8. RETURNING BUSINESS

a. Labor Attorney RFP

City Manager Leven reviewed the history of the Labor Attorney RFP item. She indicated that Council Member Schornak asked to have this item on the agenda.

Council Member Schornak stated that she asked for this item to be on an agenda. Right now the City was not embroiled in any legal issues with employees and the contracts were all in good shape. It was an ideal time to perhaps look at a new labor attorney.

Motion by Schornak supported by Baranski to authorize City Administration to go out for an RFP for Legal Services related to Labor Attorney.

Discussion was had on procedure at this time. Mayor Lesich added that the item needed to formally be added to the agenda.

Motion by Schornak supported by Baranski to add "Labor Attorney RFP" to the agenda

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

**FRASER CITY COUNCIL MINUTES
THURSDAY, FEBRUARY 8, 2024**

Mayor Lesich noted this would be item 7p

Consideration of a Labor Attorney RFP

Council Member Schornak stated this was a good time to go out for an RFP for a labor attorney.

Motion by Schornak supported by Baranski to authorize the City Administration to go out for RFPs for Labor Attorneys.

Mayor Pro-Tem Sutherland was happy with our current Labor Attorney. She did not see a reason to do this right now.

Council Member O'Dell agreed that he was very satisfied with the current Labor Attorney after going through negotiations.

Sherry Stein indicated she was not here for the negotiations. She asked City Manager Leven how she felt working with the current attorney was. City Manager Leven noted that he had a lot of history of the City but any of the applicants she felt would be a good fit for the City.

Council Member Baranski stated she was in favor of seeking RFPs for a new Labor Attorney.

Mayor Lesich stated he worked with Mr. Fantuzzi for many years and was happy with him at this time.

Council Member Perry agreed that they were not on City Council at that time but he added that he felt it was always good to go out for bids to see if someone could maybe offer something better.

ROLL CALL VOTE:

AYES: Baranski, Perry, Schornak

NAYS: Lesich, O'Dell, Stein, Sutherland

Motion Fails

9. REPORT OF CITY ADMINISTRATION

City Manager Leven stated she attended the sentencing hearing of Michelle Kwiatkowski. There was \$70,000 in escrow funds that would be coming to the City. She was given 11 months until her next court appearance, January of 2025.

The Utility Rate Study Committee interviewed firms that submitted proposals.

She met with SEMCOG in a web meeting recently and a planner that she had worked with in St. Clair County was now working for them. She added that she asked if there was any available monies for the Industrial Park Roads.

She had a site visit to the library today with their insurance representative and other representatives from the library. They have requested a spot on the March agenda to discuss the building.

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THURSDAY, FEBRUARY 8, 2024

10. REPORT OF MAYOR AND CITY COUNCIL

Council Member Perry stated he was going to ask about the library but City Manager Leven just shared that information.

Council Member Stein noted that the Fraser High School had a Skills USA Competition and many of those that participated from our high school are now going on to compete at the State Level. Her daughter was going to be one of those heading to State level competition.

Council Member Baranski wished everyone a Happy Valentine's Day.

Council Member Schornak stated that the Historical Commission was having an open house on Sunday between 1:00 and 4:00 p.m. They were going to have an Easter Pre-Sale. She encouraged everyone to go and support them.

Council Member O'Dell spoke of a program called SMART 911.com. This was a good program where you could share information about maybe an elderly parent that would help upon arrival of emergency services. He wanted to wish his son, Greyson, a happy 11th birthday!

Mayor Pro-Tem Sutherland stated that the Blue Jean Ball was this Saturday and it was sold out. They were still accepting donations if anyone wanted to do so. Fraser Parks and Recreation was having a Marshmallow Drop in March. They could register at the Parks and Recreation website or stop in to City Hall. Congratulations to the Fraser High School Wrestling Team for won at Districts and will be going on to wrestle further.

Mayor Lesich added to the SMART 911 program information. He and Director Kretzschmar attended a coffee hour at the Lions Club put on by the Eastpointe Roseville Chamber. He spoke to Amy O'Leary, the Executive Director of SEMCOG, and asked for some funding for the Industrial Roads as well. He asked for the financials and Audit to be posted on the website. He wished everyone a Happy Valentine's Day.

11. CITIZEN PARTICIPATION

Joe Bologna stated that he had become involved in selling properties that were involved in the marijuana business. He would like the opportunity to talk to City Council about this in depth in the future.

Paul Cilluffo, 31640 Cyril, stated he felt the City did not need to get involved with the marijuana industry in his opinion.

Laura Lesich, 15201 Fairview stated she thought everyone on this new City Council looked good! The Blue Jean Ball was this Saturday, and it is the biggest fund raiser of the year. All of the proceeds go directly back into Fraser.

The next Fraser First Booster Club meeting is February 21, 2024 at 6:00 p.m. at the library at 15 Mile Road.

**FRASER CITY COUNCIL MINUTES
THURSDAY, FEBRUARY 8, 2024**

She is also a member of the Garden Club which is now called the Beautification Club. They will meet next on March 27, 2024 at 6:00 p.m. at the library on 15 Mile Road.

The VFW is having their spaghetti dinners again. The first one will be held on February 28, 2024.

She has been attending the Recreation Commission meetings and is very impressed with the new coordinator. She would like to see Focus on Fraser come back. Finally, as you are talking about the budget there was no real discussion as to what the City wants to be – she would

12. ADJOURNMENT

Motion by Sutherland supported by Stein to adjourn the meeting at 9:32 p.m.

AYES: Baranski, Lesich, O'Dell, Perry, Schornak, Stein, Sutherland

NAYS: NONE

Motion Carried

Respectfully submitted:

Cindi Greenia, City Clerk
City of Fraser

Michael Lesich, Mayor
City of Fraser

Fraser Historical Commission

Meeting Minutes – Monday December 4, 2023 @ 7:00pm

Present: Marilyn Wright, Jim Chamberlin, Nancy Ehrke, Denise Wojchiechowski, Tom Iwanicki, Marti VanEenenaam-Iwanicki **Members-at-large:** Dori Guoin, Kathy Pirtle, **Liaison –** Patrice Schornak.

Excused Absences: Karen Hodges, Member-at-Large: Curtis Rice.

1. **Call to order:** 7:05pm by Marilyn
2. **Pledge of Allegiance**
3. **Approve Agenda:** Motion by Jim, seconded by Tom to approve today's agenda. Motion carried.
4. **Approve Minutes:** Nancy pointed out some variations of "Mrs. Claus" in the November 6 meeting minutes that should be corrected.
 - Under New Business, item B – change "Mrs. Santa" to "Mrs. Claus".
 - After #9 Adjournment...the "Next Open House" statement...the "e" should be removed from "Clause".
5. **City Liaison Report:** Patrice updated commissioners on unfinished business:
 - She emailed Mark about key for Marti. Denise W found one of her missing keys and will bring for Marti.
 - Still waiting on parlor carpet cleaning. Working on having Hagopian come and take care of it. Marilyn pointed out we have asked several times and nothing has been done.
 - Patrice noted drainage around the gift shop was an issue at the December Open House and will address this with Mark.
 - Patrice also pointed out for future reference, we should not allow individuals to sell their own items for their own profit at our Open Houses. We can reserve that for a potential future special event. Commissioners agreed – no private sales.

Commissioner concerns for Liaison:

 - Marilyn reminded Patrice of repair needed on outside light.
 - Heat in Glass Room was also an issue at the December Open House. Potential solution is to move all of the items away from the outside walls/heaters. Marti and Karen or Jim and Tom to complete this task.
6. **Unfinished Business:**
 - a. **Open House December 3:** Very well attended with MANY tours given and lots of photos with Santa and Mrs. Claus. People that were donating cookies never showed up. Pre-sale: \$163.50, Museum - \$32.00, Depot - \$252.40, Donation from Vania Apps for Samantha's Garden Sign - \$100. Total: \$574.90
 - b. **Digitizing:** Tom wants to start with old items and work to new items. Marilyn pointed out she has some new acquisitions in her office/depot building.

Some items have been put on floppy discs to begin electronic records – whereabouts of those discs is uncertain.
Tom will begin work on this process this winter.

7. New Business

- a. Christmas Half Price Sale will be Sunday December 10, 2023. Sale only, no open house.
- b. Pack up Christmas Resale – will happen this winter. Date to be determined
- c. Take down decorations – Karen and Marti will take down inside decorations between Christmas and New Year, Jim will handle outdoor decorations.
- d. 2024 Fraser Historical Commission Master Schedule

January	No Open House or Meeting
February	No Open House, Meeting – February 5 th
March	Open House – March 3 rd – Easter Sale 1-4pm Meeting – March 4 th
April	Open House – April 7 th 1-4pm Meeting – April 1st
May	Open House – May 5 th 1-4pm Meeting – May 6 th
June	Open House – June 2 nd – Barn Sale 1-4pm Meeting – June 3 rd
July	No Meeting or Open House
August	Open House – August 4 th – Barn Sale 9:00am-4pm Meeting – August 5 th
September	Open House – Sept. 8 th – Barn Sale 1-4pm Meeting Sept. 9 th
October	Open House – Oct. 6 th – Barn Sale ½ Price 9:00am-4pm Meeting – October 7 th
November	Open House – November 3 rd – Christmas Presale 1-4pm Meeting November 4 th
December	Open House – December 1 st – Christmas Resale, 1-4pm Meeting – December 2 nd

8. Commissioner Reports

- **Marilynn** - Tom Tesno from City History Books will be publishing Fraser History early in 2025. (last one published in 2022). Please start writing stories in 2024. Commissioners given a copy of the Roseville book for reference.
- **Jim** – nothing to add
- **Nancy** – sent out 508 December newsletters. Working on cleaning up mailing list due to some being non-deliverable.

- **Denise** – concerned about the outside ornaments that people bought/donated last year. These have not been located. Since it is so late in the season, we will reinstate this next November and recognize those people that donate (perhaps in the Newsletter). Marti suggested saving ornaments suited for outside from this year's Christmas sale to use as donation ornaments next year.
- **Kathy** – nothing to add
- **Dori** – apologized for prolonged absence due to medical issues.
- **Tom** – has appointment with Michigan Historical Alliance in December to get guidance on starting the digitizing process. He states it will be a SLOW process.
 - Samantha's Garden sign is in process. Concern now is how to fixate it to the existing garden arch. Will be put up in the spring.
 - Boy Scout Little Library will also be put up in the spring.
 - Michigan Historical Alliance has grants available. Tom suggested we apply for a grant to replace fence. Commissioners agreed on a natural fence vs. white vinyl. Missed the November deadline, but more opportunities will be available.
- **Marti** – We passed out all of the Fraser Historical Society brochures at the December Open House and there is some old information in there. To reprint would be the Society's responsibility. Marilyn asked that the Society inform the Commission of their meeting dates and requested that those meetings be held in the Depot.
 - Regarding the FHC brochures, Marilyn will review the information prior to ordering more.
 - Gift Shop Update – Karen and Fraser High School volunteer Hannah rearranged the gift shop for better flow and better merchandise presentation.
 - Marti asked about ownership of the cemetery on 14 mile road – it is privately owned and for sale.
 - Marti also pointed out we can apply for a \$250 grant from Thrivent for a Community Action Team. Could be used toward annual flowers for landscaping around the property and gardens.

9. Adjournment: Motion by Tom to adjourn, seconded by Nancy. Meeting Adjourned at 8:19pm

Announcements:

Next Sale: Sunday December 10, 2023 Christmas ½ off Sale @ 1-4pm.

Next Meeting: Monday February 5, 2024 @ 7:00pm

No Meeting/No Open House in January 2024

Respectfully Submitted: Marti VanEenaam-Iwanicki

standing in for Karen Hodges, Recording Secretary



CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry
Patrice Schornak
Sherry Stein

AS APPROVED FEBRUARY 6, 2024
RECREATION COMMISSION
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, January 16, 2024 @ 7:00 p.m.

1. Call Meeting to Order

The regular meeting of the City of Fraser Recreation Commission was called to order at 7:00 p.m. on Tuesday, January 16, 2024 at 7:00 p.m. by Acting Chairman Hunt.

2. Pledge of Allegiance

Acting Chairman Hunt led the Pledge of Allegiance.

3. Roll Call

PRESENT: Hunt, Koch, Rastelli, Rice, Walker
ABSENT: Kelley

Others: City Manager Leven, Recreation Coordinator Delmege

4. Approval of Agenda for January 16, 2023

Motion by Koch supported by Walker to approve the agenda of the January 16, 2024 City of Fraser Recreation Commission as presented.

AYES: Hunt, Koch, Rastelli, Rice, Walker
NAYS: None

Motion Carried

FRASER RECREATION COMMISSION MEETING MINUTES
January 16, 2024, 7:00 PM

5. Approval of Minutes from Regular Meeting December 5, 2023

Motion by Koch supported by Rice to approve the minutes of the December 5, 2023 meeting of the City of Fraser Recreation Commission as presented.

AYES: Hunt, Koch, Rastelli, Rice, Walker

NAYS: None

Motion Carried

6. Volunteer Group Reports

Laura Lesich from Fraser First Booster Club reminded of fundraiser February 10, "Blue Jean Ball". \$50 a ticket. Raffles, open bar, dancing. Sponsorship/donation opportunities. Contact Sherry Stein or Vana Apps. Buy tickets from their website. Next meeting is February 21 at 6:00 at library.

Echo Hunt from Garden Club said next meeting will be January 24 at 6:30 p.m. at Sidebar about cleaning up areas of city.

7. Administration Report

Recreation Coordinator Delmege spoke about ideas for events and youth sports programming, "Skyhawks". Marshmallow Drop, Big Bounce House, City Parade, Carnival & Fireworks, Animal Show, Movie Nights, Public Safety Open House, Murder Mystery Night and Christmas in Fraser.

8. Other Business

The City Manager noted that we will roll "Other Business" into "Administration Report".

9. Citizen Participation

Laura Lesich thinks Marshmallow Drop will be amazing and could see it being big. Would like to see online ticketing and tickets given out at the library. Would like to see a volunteer clean up at the parks. She asked if construction would interrupt the parade. It should not. Also asked about an update on Senior Center and activities.

FRASER RECREATION COMMISSION MEETING MINUTES
January 16, 2024, 7:00 PM

10. Commission Members with Comments

Commission Member Walker asked about pickleball and pickup games.
Commission Member Hunt ran pick-up games for 12 weeks. The City Manager said we could help promote it. Talk about using local organizations for volunteer for events.

11. Adjournment

Motion by Koch supported by Walker to adjourn the meeting at 7:52 p.m.

AYES: Hunt, Koch, Rastelli, Rice, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Chris Delmege
Recreation Coordinator
City of Fraser



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry

Patrice Schornak

Sherry Stein

**CITY OF FRASER
PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.
33000 GARFIELD, FRASER, MI 48026
As Approved February 7, 2024**

A regular meeting of the City of Fraser Planning Commission was held Wednesday, January 3, 2024 at 7:00 p.m. in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

Chair Czarnecki called the meeting to order at 7:00 p.m.
Chair Czarnecki led the Pledge of Allegiance.

2. ROLL CALL

Present: Barr, Czarnecki, Farina, Keil, Meyer, Warunek
Absent: None

Others: City Planner Sayre, City Attorney Hayley Tomich, City Clerk Greenia

3. APPROVAL OF AGENDA JANUARY 3, 2024 PLANNING COMMISSION

Motion Czarnecki supported by Farina to remove wording under Item 6b Site Plan and Other as they were making a recommendation to City Council not approving a site plan and to move item 6d – Interview of Candidate up to Item 6a and move all items down accordingly

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Warunek

NAYS: None

Motion Carried

4. CHAIRPERSON'S OPENING REMARKS

Chair Czarnecki read her opening remarks into the record.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

5. APPROVAL OF MINUTES – DECEMBER 6, 2023

Motion by Farina supported by Warunek to approve the minutes of the December 6, 2023 meeting of the City of Fraser Planning Commission as presented.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Warunek

NAYS: None

Motion Carried

6. NEW BUSINESS

a. Interview of Candidate – William Transit

Mr. William Transit appeared before the Planning Commission to be interviewed for the vacancy. Chair Czarnecki and other members of the Planning Commission asked Mr. Transit various questions regarding his reasons for wanting to be on the Planning Commission, availability and experience that would help him to serve in this capacity.

Motion by Farina supported by Czarnecki to recommend to City Council the appointment of William Transit to the City of Fraser Planning Commission with a term ending December 31, 2024.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Warunek

NAYS: None

Motion Carried

**b. Public Hearing RZ23-02 32981 (32971) & 32875 Utica Road
Planner Sayre's review of the application will be attached as part of the
permanent record of the public hearing.**

Public Hearing #RZ23-02 for Conditional Rezoning at 32981 (32971) and 32875 Utica Road, Fraser, Michigan 48026. Rezoning two (2) parcels from Community Business District (CBD) to Commercial General (CG) for the purposes of constructing and opening a 24-hour fast food and gas station business.

At this time City Planner Sayre went through the application as well and her review of the Application with the Planning Commission and audience members. During the course of her review there were some questions the attorney had for the applicant.

Mr. John Gaber was present on behalf of the applicant to discuss the project. Discussion was had on the following matters during the review:

Public park at the site, would it be donated to the City? Mr. Gaber stated it would be owned by Sheetz, but would be open for public use.

Proposed pedestrian plaza, will this be dedicated to the City or will

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

Sheetz continue to own it. Mr. Gaber indicated it was much like the public park area, Sheetz would continue to open this up for public use and it would be in the documentation submitted to City Council for approval.

The applicant is proposing to convey to the adjacent property Owners the property that is on the other side of the proposed Wall to them. They would be working with city staff and the City Attorney to make sure it is done properly.

The applicant stated that they were flexible as to what material The fence would be constructed of – it depended on what the City and the adjacent residents wanted.

Planner Sayre continued with her review against the Zoning Ordinance. She added that they had received one phone call in support of the conditional Rezoning and three emails not in support of it.

She explained that the process would be this hearing, Planning Commission's Recommendation to City Council, the City and the applicant drafting an Agreement for Conditional Rezoning, and this would then go to City Council.

Questions from Planning Commission members regarding other information and studies that were done on this project were discussed.

Attorney Tomich noted that any decision by Planning Commission regarding this application for conditional rezoning would be a recommendation only. She added that the Planning Commission cannot impose conditions. The conditions must be offered by the applicant themselves. Mr. Gaber then indicated that they could adjust the conditions throughout the process before a final agreement is made.

Commissioner Keil stated that he wanted to make sure everybody would look at this project with an open mind.

Commissioner Barr had concerns regarding the "secrecy" of the information in the packet. Clerk Greenia noted that it was her choice to black out some information in the packet that was posted online.

Drew Miller, Project Manager, spoke to the Planning Commission and members of the audience at this time. With him was David Bruckelmeyer from the Sheetz organization. John Gaber, the attorney was present and had already addressed the Commission.

He reviewed why this location was chosen, stated they had spoken with the neighboring residential properties, lighting concerns, drive-thru, historical significance of this sight and they intend to honor this building and other pertinent information regarding the project. They welcomed the community input.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

Mr. Bruckelmeyer shared the history of the company with Planning Commission. The company started in 1952 as a deli and was still a family owned business to this day. They added fuel to their stores in the 1970s. He then reviewed a prototypical store with Planning Commission. It was a very clean store. They would be offering up to 32 jobs at the site. They treated their employees very well. They had state of the art security cameras. It was a safe, clean, friendly and bright store. They were very careful with their underground storage tanks. Discussion was had on how many stores they had and how many they had in Michigan. They hoped to have between 60 to 80 stores in Southeast Michigan someday.

At this time Engineer Becky Klein addressed Planning Commission with an overview of the site. The history of the bank there – it was built in 1910 and relocated to the present site in 1930. It was purchased in 2009 by PNC Bank.

She went over the proposed layout of the project as seen on the color rendering on the screen. She gave additional detail on the detention pond on site. They have reached out to surrounding residents on a very preliminary basis.

Mr. Gaber stated they did need the conditional rezoning to move forward with the project.

At 8:26 there was an issue with the audio.

The meeting reconvened at 8:39 with the audio fixed.

At this time Mr. Gaber addressed the Planning Commission again. He addressed their application. He indicated that they offered the conditions to make sure that the only thing that could go at the site if the conditional rezoning is approved is this project. He then addressed the issues in Ms. Sayres review of the application. Commission Members discussed some particulars with Mr. Gaber regarding the plan.

The public hearing was opened at 8:58 p.m.

Greg Grueneberg, 17540 Wilhelmine, address Planning Commission, he stated he was concerned with Canadian Geese and the mess they would leave. They were dirty animals and he wanted to know who would be responsible to clean up after them.

Ken Stonebreaker, 32309 Oxford indicated that the drive thru at the bank was only open 9:00 a.m. to 5:00 p.m. Monday thru Friday and 9:00 a.m. to 12:00 p.m. on Saturday. This project was proposing that it would be open 24 hours a day seven days a week. He was against this.

Sandy Thomas, 16659 E. 14 Mile, Schotts Market, addressed the Commission. Her concerns were with the gas station contaminating the property, it does not meet our zoning ordinance, after 8:00 p.m. the City of Fraser pretty much closes down so why do they need to be open 24 hours a day, doesn't feel this is a

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

proper site for this business, what about future of Electric Vehicles, she did not see it as a public benefit.

Vincent Calabrese, 17926 Breezeway approached the Commission. He did not think we needed another gas station in downtown Fraser. This does not encourage walkability in this area. He worried about the clientele that would use a 24/7 business – could be chaotic.

Paul Cilluffo, 31640 Cyril spoke. This use does not fit the Master Plan, would need five (5) variances, he did not think we needed another gas station, he did not think they were here to be good friends to the City of Fraser, this does not meet Master Plan.

Matthew, whose family owns the Mobil gas station at 14 and Utica. They were open 24 hours a day for a while and it did not work as Fraser shuts down about 8:00 p.m. every night. The City does not need another gas station.

Christian Lucido, 16605 Rosemary spoke. He had the following concerns: fumes from the fuel pumps, children's health, it's already a very busy intersection, increase in garbage and land pollution, rat problems, added detention pond would bring geese and mosquitos, it looks like a mini-truck stop to him, safety concerns, property value decreases in the area, no electric vehicle chargers, if approved are the actual plans supplied for build going to look different than the plans here tonight, please don't allow 24 hour a day business, move the pumps farther away from the residences.

Pat Harris, 15863 Kingston noted they moved here for the small town flavor of Fraser – this is not good for the City. The 24 hours a day open is not good. This feels like an unbelievable slap in the face to the residents. She feels Sheetz will not add anything good to the City of Fraser. Please consider the residents.

Jim Chandler, 31559 Ellerby, had no problem with Sheetz, a private company sold to another private company - it's the American way. He was concerned with drowning in the pond. What if they go out of business, he does not want to stand in their way. He was concerned with the lighting.

Frank Baratta, 46499 Snowbird, noted that his family lives on Rosemary. He was worried about his grandkids growing up there. He was concerned with the pond, geese coming, contaminated water, drowning, he thinks it's a big mistake. Please keep this small town a small town. This place could attract a bad crowd.

Emma Stasek, 16430 Woodlane stated she was a new resident. She loved the history this community represents. She would like future development to be mindful of the history. How does this development differentiate Fraser from other communities?

Andrew Mesin, 16532 Rosemary feels this will not attract more residents. He would like to see this be a more walkable area. He noted he never received a letter from the applicant. He does not see it attracting any new residents.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

Lisa Acker, 16595 Rosemary said she lived in Fraser over 20 years. She was very concerned with how this project would affect the health and environmental safety of the residents, how it would affect the property values of the homes nearby, feels this project came out of nowhere and that it was rushed, she added that it should be considered there would be a neighborhood of children living and playing near a gas station. She is doing what she can – she has two (2) young girls.

Nicole Valin, 32369 Norwich stated she lived in Fraser and choose that over a neighboring City because she worked in the other City at a gas station. There is a lot of litter at a gas station, this would increase the demand on the Public Safety Department in Fraser, she felt bad for the property owners and pets living on Rosemary, she is not against a gas station or Sheetz, she would prefer this be a walkable area.

Mark Nadolski, 32680 Newman indicated he worked with a lot of commercial businesses and chain stores and Sheetz sounded familiar. He reviewed the plans at City Hall. He lives in a two (2) story house and can see the intersections clearly. He was concerned with three (3) gas stations at the same intersection. He was worried about 24 hours and what type of cliental it would bring in. He also added that he Googled Sheetz and most of the ones he saw were surrounded by commercial sites or just off of the expressway.

Mike Parrott, 15942 Kingston said he echoed everyone's concerns with the project. This is the last place he sees another gas station going in Fraser, the bank building is beautiful. He knows the Planning Commission has a hard job. He'd be happy to help form an action committee for saving this bank building.

Collette Nicholson, 16250 Gordon indicated her street is already so busy with so much traffic she worries this will make that worse. What if the detention pond overflows, how that will affect the sewer system, doesn't see the benefits to Fraser.

Jason Frances said he worked at the Mobil gas station. He did not see any pros with this project, he feels that area could serve a better purpose. Sheetz is great but not in a small town. He was concerned with the drive-thru and the additional noise from beeping horns.

Miranda Watson 17141 E. 14 Mile has major concerns with traffic flow and additional accidents both with cars and pedestrians. She said she had been to a Sheetz and its' delicious, clean and nice. She was concerned they would sell alcohol and that would be in a bad crowd. Why can't they locate somewhere on Groesbeck or Gratiot?

Fadi Akaam, 32660 Utica, shared that he owns a car wash and at one time it was open 24 hours. It was never busy after 9:00 p.m. so he did not keep it open 24 hours. He was worried about the additional traffic this would generate.

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Greg Acker, 16595 Rosemary, said he lived in the City for 20 years, his property abuts the site, he was worried about safety issues, property values decreasing, increased crime, health issues. He feels they are asking the City to break various zoning codes. He feels it might be good to replace the bank building at that site with a like building.

Mark Richter, 16330 Gordon, feels this is a bad idea for the city, if it was a good idea they would not be asking for all the changes to the ordinance in order to be able to do it. Why not put it on Groesbeck, the bank building is beautiful, why are there no electric vehicle chargers, this does not make sense.

Peter McFadden, 16594 Admiral addressed the Commission. He was a ten year resident of Fraser and moved here for the schools. The City does not need a truck stop, he feels Fraser will lose its charm, his vote is no.

Deanna Reiner, 15569 Luxemburg, traffic is already too busy, what about the other small businesses that have been in the City, will this business put them out of business?

The public hearing was closed at 10:02 p.m.

Commissioner Farina asked about the geese, the pollution – how will this be addressed? The engineer stated that the pond will most likely be a dry pond and would not attract them. She does not anticipate any geese and they can mitigate the mosquito concern. In regard to pollution there are strict regulations that Sheetz has to follow that would address this concern. Mr. Farina asked if they planned on selling alcohol. Mr. Bruckelmeyer stated yes as long as it was within the public ordinance.

Commissioner Farina had questions regarding ownership of the property, do they think it will affect businesses in the area, his concerns that the traffic will be an issue, will this be a truck stop, would they have electric vehicle charging stations, the plan does not support walkability, how did they determine a third gas station was good in this location, can emergency vehicles get in and out easily. Mr. Bruckelmeyer stated they were leasing the property, sometimes when a new business opens in an area the existing businesses pick up their game, they do not expect nor want this to be a truck stop, he reviewed what it took to get the charging for electric vehicles at the site and they were working on it, they made it as walkable as possible and would be providing bike racks on the site, the realtors they work with have data on the site to support it's being successful, emergency vehicles can get in and out of the site safely.

Chair Czarnecki stated that the plan here tonight is not what is being decided on, is it is the Conditional Rezoning that is being decided on. If conditional rezoning is approved a site plan will come before the Commission that will be reviewed by all departments in the City. This will go to City Council next and planning commission is making a recommendation only. Planning Commission is not trying themselves to bring development in, but when an application is received they have the duty to

**CITY OF FRASER PLANNING COMMISSION MEETING
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hear it. City Council may hold a public hearing on this matter, they are not required to do so.

Attorney Tomich indicated that it was her understanding that City Council would be holding a public hearing on this matter.

David Bruckelmeyer then commented on concerns over environmental issues, they try to do things the right way and try to be good neighbors. They have done a traffic study, the lighting is such that it should not affect neighbors, and their security is very good at their sites. He added that the Speedway to the northwest of the site is a 24 hour operation. This site will be rebuilt one way or the other, they are trying to offer the City a good partner at that site. They are trying to exceed the requirements of the City at this site.

Commissioner Keil asked if all their stores were 24 hours. Mr. Bruckelmeyer stated they all were 24 hours and they would not build at this site if they were not able to be open 24 hours.

Commissioner Meyer asked if they would need to have the drive-thru as well to build this, or at the very least could they reduce the hours on the drive-thru being open. Mr. Bruckelmeyer noted that the drive-thru had a very minimal amount of business – at the peak 11 cars per hour. It is really there for convenience purposes.

At this time Planner Sayer reviewed what this process would look like moving forward. The applicant's attorney and the City's attorney would be drafting a conditional rezoning agreement for City Council review. She was unsure when City Council would be but stated it would be noticed and in the paper according to public hearing requirements.

Commissioner Warunek commented that he would like to be noticed about projects like this earlier. It was a lot of information to digest in a short amount of time. The Planning Commission had spent a lot of time working on a Master Plan for the Downtown District – Community Business District. This development was not part of that plan. He then commented on the variances that were being requested and the fact that they would normally go to the ZBA. He would love to see this development in Fraser but not at this particular site – maybe on Groesbeck.

Commissioner Barr stated she felt the project itself was great, but not at this site.

Commissioner Farina reviewed the eight (8) standards that are required for a Special Land Use. One in particular was regarding the “proposed use is necessary for the public convenience at the proposed location”. He could not find any support for this standard in the proposed project. He reviewed other standards and stated his concern with this project meeting those standards.

Chair Czarnecki then stated this project does not go along with our Master Use Plan. The entire Planning Commission worked very hard on the Plan. City Council then approved it and she was hoping they would respect all of

**CITY OF FRASER PLANNING COMMISSION MEETING
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their efforts on this plan. It's a great project but not a fit for that particular location. She did not think it was a good mixed-use development.

Motion by Meyer supported by Farina to recommend denial of the Conditional Rezoning to City Council for the foregoing reasons:

Planning Commission is concerned with the sustainability of the existing businesses surrounding the site;

Concerns with the pond and the safety of the pond with the picnic area;

Concerns with the request/allowing monument signs at the site just because there are other monument signs along that road in that area as well as the amount of signage they are asking for overall; It will have a negative impact on the residents in the surrounding areas;

It goes against the Master Plan.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Warunek

NAYS: None

Motion Carried

A short break was taken at 10:43 p.m.

Meeting reconvened at 10:52 p.m.

c. Election of Officers

Attorney Tomich reviewed the process for Election of Planning Commission Officers.

Motion by Farina supported by Keil to nominate Kathy Czarnecki for the office of Chairman of the City of Fraser Planning Commission.

Hearing no other nominations, Kathy Czarnecki was to be Chairman for another year.

Motion by Keil supported by Farina to nominate Randy Warunek for the office of Vice-Chairman for the City of Fraser Planning Commission.

Hearing no other nominations, Randy Warunek was to be the Vice-Chairman for another year.

Motion by Farina supported by Warunek to nominate Renee Meyer for the office of Secretary of the City of Fraser Planning Commission.

Hearing no other nominations, Renee Meyer was to be the Secretary for the next year.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 3, 2024 @ 7:00 P.M.**

7. UNFINISHED BUSINESS

a. Sign Ordinance Discussion

It was recommended that this portion of the Sign Ordinance review be added to the February agenda.

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS

9. MONTHLY REPORT DECEMBER 2023

A brief discussion was had on the status of Hockeytown and Big Boy.

10. ZONING BOARD OF APPEALS MEMBER LIAISON REPORT

Commissioner Farina reviewed that at the Zoning Board of Appeals meeting in December they honored Mark Stimac with a Special Tribute from the State of Michigan for his many years of service to the City of Fraser. This tribute was presented by Senator Veronica Klinefelt.

There was a sign variance on the agenda for January.

11. COMMISSIONERS' COMMENTS NAD ITEMS OF INTEREST/CONCERN

Commissioner Keil asked if the Planning Commission could get noticed of projects like this when the notice goes out to the public. City Clerk Greenia stated she would make sure to email them all a copy of the notice in the future.

Chair Czarnecki asked if, in the future, when color is important in the copies, could we get the hard copies in color as well?

Jacquelyn Cole, 18150 she had lived in Fraser since 1975 and this was her first meeting.

Chair Czarnecki asked that a discussion be had on the City putting signs at sites that are seeking to be rezoned/developed.

**CITY OF FRASER PLANNING COMMISSION MEETING
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12. ADJOURNMENT

Motion by Warunek supported by Meyer to adjourn the meeting at 11:11 p.m.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Warunek

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

Fraser Historical Commission Baumgartner House Museum

March, 2024

E-Mail Newsletter



The Baumgartner House Depot will be open on Sunday March 3rd from 1:00 p.m. – 4:00 p.m. All of our Easter decorations and baskets are ready to be sold and filled.



We have our jewelry back on display again and have added more jewelry to be sold.



Tours will be given in the museum



Fraser Historical Commission Starting Digitization Project

The Fraser Historical Commission has started an ambitious project of digitizing the entire museum collection on the grounds of the Baumgartner House Museum. It is hoped that the digitization of the museum collection will further preserve our entire collection. Completion will allow us to broaden the number of people who can view and share in the history of Fraser, Michigan.



The project will proceed in three steps. First, all documents and pictures stored in the depot will be digitized, then the relics in the Baumgartner house, and finally, the objects in the barn will be digitally cataloged. Leading the project is Commissioner Tom Iwanicki, and he has had a tremendous amount of help,

guidance and equipment from Ms. Biz Gallo and the Library of the State of Michigan. Biz has assisted Tom in organizing and planning how to execute such a massive project. The Library of Michigan has loaned equipment including a scanner and computer that will create museum objects into a digital file that can be preserved and shared.

Phase one of the digitization project began early in February 2024 with Tom and fellow Commissioner Marti Van Eenenaam-Iwanicki digitizing photo albums located in the depot. The project will be proceeding throughout the year.





A big THANK YOU to, Adam Schwab, who helped us over his Christmas vacation, by doing his volunteer hours for Fraser High School National Honor Society at the Baumgartner House. Adam is mature well beyond his years and did a super good job cleaning and moving stuff to the barn.



Thank you to the Fraser Historical Society for their purchase of new curtains for all of the windows in the Museum. The purchase of the curtains was made possible from the proceeds of all the purchases made in the Gift Shop.





Strawberry Memories



**Nuggets of Fraser History Inspired by Our
Original Newsletter, *Strawberry Preserves***

HOME...A Place For All Seasons

All creatures have space that is their own. Birds have nests; foxes their dens, and bears find caves.

Houses become homes when the personalities of the inhabitants change elemental shelter into living space, disclosing, as it does, how we live and who we are.

Baumgartner House Before Historic Restoration

Older homes are essential to the whole community. Without them we do not know from whence we have come. Older homes arrest a moment in the flux of time. An older house may be deficient in plumbing and electricity, but it is we, the contemporary homeowners, who need more of these functions than our predecessors.



Fred Eberlein II Farmhouse, a Sears Home

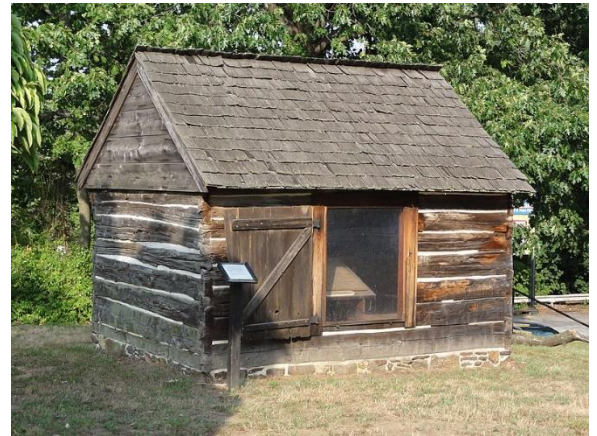
A village that honors its older homes honors itself. Houses built in the past and preserved in the present declare by their very presence in our village that we have a heritage. This community of citizens is not instantaneous; our village grows from a past toward a future. The presence of older homes pleads for me to ask about the quality of life in our village today. They also reassure us that in the midst of change, there is still that which abides. It is good to be in the presence of stately sentries which have weathered the storms, changed yet endured, and bear witness to sadness and joys

of human life lived in their living space. As such, these old homes depict what we hope for ourselves.

--Robert G. Kember, Reprinted from the Western Springs Historical Society publication, Western Springs, Illinois; Summer 1978



Log cabins were first introduced to this country by Swedes in the middle of the 17th century and weren't found much beyond the Delaware River until the 18th century. The first English Colonists actually built frame houses for themselves. So the people later living in log cabins on the Western Frontier weren't themselves of tradition by any means --- their homes were Swedish Modern!



New Jersey, 1654



Old houses are important to our heritage. We have a greater appreciation for the people at the grass-roots level who save old buildings – old buildings that often lack outstanding historic value but provide tangible evidence of a place and era.



Charles Klein House, Utica Road at Klein





Fraser Historical Commission
Baumgartner House Museum
18577 Masonic, at Kelly
Fraser, Michigan 48026

Send Mail To: Fraser Historical Commission
33000 Garfield
Fraser, MI 48026

To Comment or Subscribe, Email: frasermuseum@gmail.com

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Current Events & Announcements: Marilyn Wright
Layout, Graphics and Historical Content: Jim Chamberlin
Photography: Jim Chamberlin
Contributing Photographers: Tom Iwanicki Jr., Curtis Rice
Distribution: Nancy Ehrke

Fraser Historical Society



The Fraser Historical Society works with the Historical Commission to preserve and celebrate the history of Fraser. Membership is open to all history lovers. The Society meets on the second Wednesday of the month at 1:00 PM, 3 times a year, March, May, and September. Sometimes we have guest speakers. Our meetings are held at the Depot on the grounds of the Baumgartner House Museum at 18577 Masonic, Fraser, MI. It is a privilege to be involved with the Barn Sales the Historical Commission has in June, and August through October. Our members also help maintain Samantha's Garden and landscaping.

The Historical Society is always seeking new members. We are a fun group, interested in preserving history for generations to come! And, right here in Fraser, we have a unique and special opportunity! You may join us for only a \$5.00 per year membership! Please call Lorraine for more information at 586-839-5587 and leave a message, or fill out and mail the form below:

Yes, I want to join the Fraser Historical Society. Enclosed is my check for \$5.00.

Name _____

Address _____

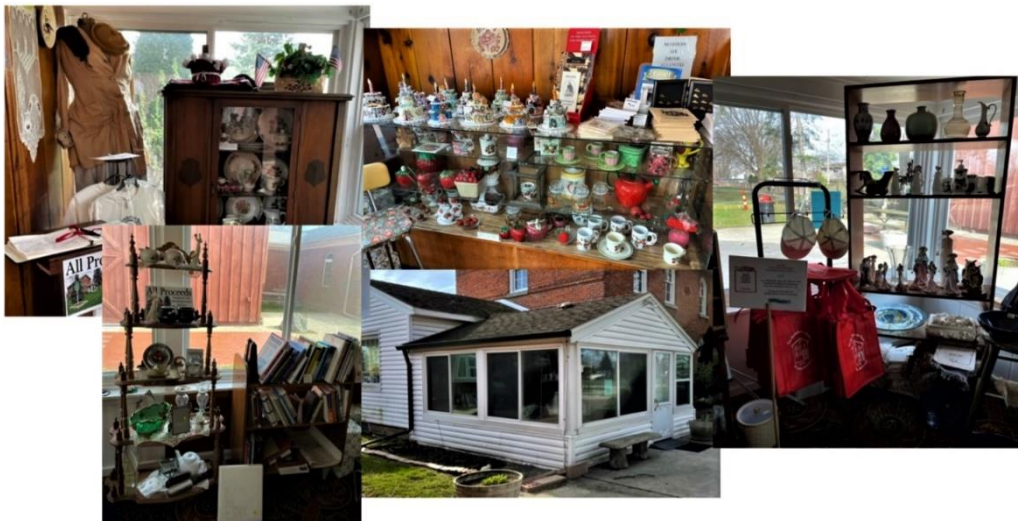
City _____ State _____ Zip _____

Phone Number _____

E-Mail _____

Enclose check for \$5.00 made out to **Fraser Historical Society** and mail to:
17192 East 14 Mile Road, Fraser Michigan, 48026.

NOTE: We also run the Museum Gift Shop. Visit us at the next Open House!



**AGREEMENT FOR I.T. SERVICES BETWEEN
OAKLAND COUNTY AND
CITY OF FRASER**

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and City of Fraser ("Public Body") 33000 Garfield Rd, Fraser, MI 48026. County and Public Body may also be referred to jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement for the purpose of providing Information Technology Services ("I.T. Services") for Public Body pursuant to Michigan law.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows.
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **"Confidential Information"** means all information and data that the County is required or permitted by law to keep confidential including records of County' security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of the County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to a violation of the Michigan anti-terrorisms act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.

- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Public Body** means the City of Fraser which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit, to obtain I.T. Services.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who have access to the I.T. Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
- 1.8. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as primary and secondary contacts for communication and other purposes as described herein.
- 1.9. **I.T. Services** means the following individual I.T. Services provided by County's Department of Information Technology, if applicable:
- 1.9.1. **Online Payments** mean the ability to accept payment of monies owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or electronic debit of a checking account.
- 1.9.2. **Over The Counter Payments** means the ability to accept payment of monies owed to Public Body initiated via a credit card reader attached to an on-premise computer with access to a website maintained by County using a credit card or a debit card that functions as a credit card.
- 1.9.3. **Pay Local Taxes** means the ability to accept payment of local property taxes owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or an electronic debit of a checking account. (Does not apply to Public Bodies outside of Oakland County).
- 1.9.4. **Jury Management System** means a subscription based software that facilitates the selection and communication with potential and selected individuals who may serve as jurors.
- 1.9.5. **Collaborative Asset Management System ("CAMS")** means providing for the collaborative use of information related to public assets, such as water, sanitary sewer, and/or storm sewer infrastructure, that is managed by various governmental entities participating in the CAMS within the County of Oakland in order to promote the effective maintenance and care of these assets.
- 1.9.6. **Remedial Support Services** means providing Public Body assistance with diagnosis and configuration of Public Body owned system components.

- 1.9.7. **Data Center Use & Services** means providing space for Public Body's equipment in County's Data Center and access to electrical power and backup power.
- 1.9.8. **Oaknet Connectivity** means use of communication lines and network equipment maintained by County for the transmission of digital information whether leased or owned by County.
- 1.9.9. **Internet Service** means access to the Internet from Public Body's work stations. Access from the Internet to Public Body's applications, whether at County or at Public Body (hosting), is not included.
- 1.9.10. **CLEMIS** means the Court and Law Enforcement Management Information System, an information management system comprised of specific software applications (CLEMIS Applications) operated and maintained by the CLEMIS Division of County.
- 1.9.11. **ArcGIS Online** means the ability to access a web based, collaborative Geographic Information System (GIS) that allows users having an ArcGIS Online (AGO) Named User account to create and share maps, applications (apps), layers, analytics, and data in Environmental Systems Research Institute, Inc.'s ("ESRI") secure cloud.
- 1.9.12. **Data Sharing** means the ability for the Public Body to utilize Access Oakland Products and data owned and maintained by the County on or in relation to its Geographic Information System (GIS).
- 1.9.13. **Pictometry Licensed Products** means the ability to use a Geographic Information System (GIS) solution that allows authorized users to access Pictometry-hosted high-resolution, orthogonal and oblique imagery.
- 1.9.14. **Security Best Practices Advice** means providing information on tools that may be used to enhance network security posture.
- 1.10. **Service Center** means the location of technical support and information provided by County's Department of Information Technology.
- 1.11. **Exhibits** mean the following descriptions of I.T. Services which are governed by this Agreement only if they are attached to this Agreement and selected below or added at a later date by a formal amendment to this Agreement:
- Exhibit I: Online Payments
 - Exhibit II: Over The Counter Payments
 - Exhibit III: Pay Local Taxes
 - Exhibit IV: Jury Management System
 - Exhibit V: Collaborative Asset Management System (CAMS)
 - Exhibit VI: Remedial Support Services
 - Exhibit VII: Data Center Use and Services
 - ☒ Exhibit VIII: Oaknet Connectivity
 - Exhibit IX: Internet Service
 - ☒ Exhibit X: CLEMIS
 - Exhibit XI: ArcGIS Online

Exhibit XII: Data Sharing

Exhibit XIII: Pictometry Licensed Products

Exhibit XIV: Security Best Practice Advice

2. **COUNTY RESPONSIBILITIES.**

- 2.1. County, through its Department of Information Technology, shall provide the I.T. Services selected above which are attached and incorporated into this Agreement.
- 2.2. County shall support the I.T. Services as follows:
 - 2.2.1. **Access.** County will provide secure access to I.T. Services for use on hardware provided by Public Body as part of its own computer system or as otherwise provided in an Exhibit to this Agreement.
 - 2.2.2. **Maintenance and Availability.** County will provide maintenance to its computer system to ensure that the I.T. Services are functional, operational, and work for intended purposes. Such maintenance to County's system will include "bug" fixes, patches, and upgrades, such as software, hardware, database and network upgrades. The impact of patches and/or upgrades to the applications will be thoroughly evaluated by County and communicated to Public Body through their Points of Contact prior to implementation in Public Body's production environment. County will reserve scheduled maintenance windows to perform these work activities. These maintenance windows will be outlined specifically for each application in the attached Exhibits.
 - 2.2.2.1. If changes to scheduled maintenance windows or if additional maintenance times are required, County will give as much lead time as possible.
 - 2.2.2.2. During maintenance windows, access to the application may be restricted by County without specific prior notification.
- 2.3. County may deny access to I.T. Services so that critical unscheduled maintenance (i.e. break-fixes) may be performed. County will make prompt and reasonable efforts to minimize unscheduled application downtime. County will notify the Points of Contact about such interruptions with as much lead time as possible.
- 2.4. **Backup and Disaster Recovery.**
 - 2.4.1. County will perform periodic backups of I.T. Services hosted on County's computer system. Copies of scheduled backups will be placed offsite for disaster recovery purposes.
 - 2.4.2. County will maintain a disaster recovery process that will be used to recover applications during a disaster or failure of County's computer system.
- 2.5. **Auditing.** County may conduct scheduled and unscheduled audits or scans to ensure the integrity of County's data and County's compliance with Federal, State and local laws and industry standards, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry Data Security Standard (PCI DSS.)

2.5.1. In order to limit possibility of data theft and scope of audit requirements, County will not store credit card account numbers. County is only responsible for credit card data only during the time of transmission to payment processor.

2.6. **Training and Information Resources.** County may provide training on use of the I.T. Services on an as-needed basis or as set forth in an Exhibit to this Agreement.

2.7. **Service Center.** I.T. Service incidents requiring assistance must be reported to the Service Center, by the Points of Contact, to the phone number, e-mail or website provided below. The Service Center is staffed to provide support during County's normal business hours of 8:30 a.m. to 5:00 p.m., EST, Monday through Friday, excluding holidays. The Service Center can receive calls to report I.T. Service outages 24 hours a day, 7 days a week. Outages are defined as unexpected service downtime or error messages. Depending on severity, outage reports received outside of County's normal business hours may not be responded to until the resumption of County's normal business hours.

Service Center Phone Number	248-858-8812
Service Center Email Address	servicecenter@oakgov.com
Service Center Website	https://sc.oakgov.com

2.8. County may access, use and disclose transaction information and any content to comply with the law such as a subpoena, Court Order or Freedom of Information Act request. County shall first refer all such requests for information to Public Body's Points of Contact for their response within the required time frame. County shall provide assistance for the response if requested by the Public Body's Points of Contact, and if able to access the requested information. County shall not distribute Public Body's data to other entities for reasons other than in response to legal process.

2.9. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. The County will provide Public Body with access to these terms and conditions. County will provide notice when it becomes aware of changes to the terms and conditions of these agreements that are applicable to Public Body.

3. **PUBLIC BODY RESPONSIBILITIES.**

3.1. Public Body shall immediately notify County of any unauthorized use of the I.T. Services and any breach of security of the I.T. Services. Public Body shall cooperate with County in all investigations involving the potential misuse of County's computer system or data.

3.2. Public Body is the owner of all data provided by Public Body and is responsible to provide all initial data identified in the attached Exhibits, in a format acceptable to County, and, for the CLEMIS Exhibit, as required by applicable statute, regulation, or administrative rule. Public Body is responsible for ensuring the accuracy and currency of data contained within its applications.

3.3. Public Body shall follow County's I.T. Services requirements as described on County's website. Public Body shall comply with County's minimum standards for each Internet browser used by Public Body to access I.T. Services as set forth in an Exhibit(s) to this Agreement. Public Body shall meet any changes to these minimum standards that County may reasonably update from time to time.

- 3.4. Public Body shall not interfere with or disrupt the I.T. Services provided herein or networks connected with the I.T. Services.
- 3.5. Public Body requires that each Public Body Employee with access to I.T. Services shall:
 - 3.5.1. Utilize an antivirus software package/system on their equipment and keep same updated in a reasonable manner.
 - 3.5.2. Have a unique User ID and password that will be removed upon termination of Public Body Employee's employment or association with Public Body.
 - 3.5.3. Maintain the most reasonably current operating system patches on all equipment accessing the I.T. Services.
- 3.6. If authorized by County, Public Body may extend I.T. Services to other entities which are created by or primarily funded by state or local authority. If County authorizes Public Body to provide access to any I.T. Services to other entities, Public Body shall require those entities to agree to utilize an antivirus software package/system on computers accessing the I.T. Services and to assign users of the I.T. Services a unique User ID and password that will be terminated when a user is no longer associated with the entity. Public Body must require an entity receiving I.T. Services under this Section, to agree in writing to comply with the terms and conditions of this Agreement and to provide County with a copy of this writing.
- 3.7. For each I.T. Service covered by an Exhibit to this Agreement, Public Body shall designate two representatives to act as a primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:
 - 3.7.1. Direct coordination and interaction with County staff.
 - 3.7.2. Communication with general public supported by Public Body.
 - 3.7.3. Following County's procedures to report an application incident.
 - 3.7.4. If required by County, attend training classes provided by County either online or at County's Information Technology Building in Waterford, Michigan or other suitable location determined by County.
 - 3.7.5. Providing initial support services to Public Body users prior to logging a Service Center incident with County.
 - 3.7.6. Requesting security changes and technical support from the Service Center.
 - 3.7.7. Testing Applications in conjunction with County, at the times and locations mutually agreed upon by County and Public Body.
 - 3.7.8. To report a service incident to the Service Center, one of Public Body's Points of Contact shall provide the following information:
 - 3.7.8.1. Contact Name
 - 3.7.8.2. Telephone Number
 - 3.7.8.3. Email Address
 - 3.7.8.4. Public Body Name
 - 3.7.8.5. Application and, if possible, the specific module with which the incident is associated.

- 3.7.8.6. Exact nature of the problem or function including any error message that appeared on the computer screen.
- 3.7.8.7. Any action the Points of Contact or user has taken to resolve the matter.
- 3.8. Public Body may track the status of the incident by calling the Service Center and providing the Incident Number.
- 3.9. Public Body shall respond to Freedom of Information Act Requests relating to Public Body's data.
- 3.10. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. Public Body agrees to comply with these terms and conditions. Public Body may follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

4. **DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party except as otherwise specified below. The approval and terms of this Agreement and any amendments, except as specified below, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State. If Public Body is a Court, a signature from the Chief Judge of the Court shall evidence approval by the Public Body, providing a resolution and minutes does not apply. If the Public Body is the State of Michigan, approval and signature shall be as provided by law.
- 4.2. Notwithstanding Section 4.1, the Chairperson of the Oakland County Board of Commissioners is authorized to sign amendments to the Agreements to add Exhibits that were previously approved by the Board of Commissioners but are requested by Public Body after the execution of the Agreement. An amendment signed by the Board Chairperson under this Section must be sent to the Election Division in the County Clerk's Office to be filed with the Agreement once it is signed by both Parties.
- 4.3. Unless extended by an Amendment, this Agreement shall remain in effect for five (5) years from the date the Agreement is completely executed by all Parties or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

5. **PAYMENTS.**

- 5.1. I.T. Services shall be provided to Public Body at the rates specified in the Exhibits, if applicable.
- 5.2. **Possible Additional Services and Costs.** If County is legally obligated for any reason, e.g. subpoena, Court Order, or Freedom of Information Request, to search for, identify, produce or testify regarding Public Body's data or information that is electronically stored by County relating to I.T. Services the Public Body receives under this Agreement, then Public Body shall reimburse County for all reasonable costs the County incurs in searching for, identifying, producing or testifying regarding such data or information. County may waive this requirement in its sole discretion.
- 5.3. County shall provide Public Body with a detailed invoice/explanation of County's costs for I.T. Services provided herein and/or a statement describing any amounts owed to County.

Public Body shall pay the full amount shown on any such invoice within sixty (60) calendar days after the date shown on any such invoice. Payment shall be sent along with a copy of the invoice to: Oakland County Treasurer – Cash Acctg, Bldg 12 E, 1200 N. Telegraph Road, Pontiac, MI 48341.

- 5.4. If Public Body, for any reason, fails to pay County any monies when and as due under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 5.5. If County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay County any amounts due and owing County under this Agreement, County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 5.6. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.

6. ASSURANCES.

- 6.1. Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 6.2. Except as provided for in Section 5.6, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 6.3. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 6.4. Public Body shall be solely responsible for all costs, fines and fees associated with any misuse by its Public Body Employees of the I.T. Services provided herein.
- 6.5. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 6.6. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party

have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

- 6.7. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

7. USE OF CONFIDENTIAL INFORMATION

- 7.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to the County or to a Public Body Employee not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information which can establish by legally sufficient evidence: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 7.2. Within five (5) business days' receipt of a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

8. DISCLAIMER OR WARRANTIES.

- 8.1. The I.T. Services are provided on an "as is" and "as available" basis. County expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- 8.2. County makes no warranty that (i) the I.T. Services will meet Public Body's requirements; (ii) the I.T. Services will be uninterrupted, timely, secure or error-free; nor (iii) the results that may be obtained by the I.T. Services will be accurate or reliable.
- 8.3. Any material or data downloaded or otherwise obtained through the use of the I.T. Services is accessed at Public Body's discretion and risk. Public Body will be solely responsible for any damage to its computer system or loss of data that results from downloading of any material.

9. **LIMITATION OF LIABILITY.** In no event shall either Party be liable to the other Party or any other person, for any consequential, incidental, direct, indirect, special, and punitive or other damages arising out of this Agreement.

10. **DISPUTE RESOLUTION.** All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to County's Chief Information Officer of Information Technology and Public Body's Agreement Administrator for possible resolution. County's Chief Information Officer of Information Technology and Public Body's Agreement Administrator may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the

dispute may be submitted to the signatories of this Agreement or their successors in office. The signatories of this Agreement may meet promptly and confer in an effort to resolve such dispute.

11. TERMINATION OR CANCELLATION OF AGREEMENT.

- 11.1. Either Party may terminate or cancel this entire Agreement or any one of the I.T. Services described in the attached Exhibits, upon one hundred twenty (120) days written notice, if either Party decided, in its sole discretion, to terminate this Agreement or one of the Exhibits, for any reason including convenience.
- 11.2. Early termination fees may apply to Public Body if provided for in the Exhibits.
- 11.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners is authorized to terminate this Agreement for County under this provision. A termination of one or more of the Exhibits which does not constitute a termination of the entire Agreement may be accepted on behalf of County by its Chief Information Officer of Information Technology.

12. SUSPENSION OF SERVICES. County, through its Chief Information Officer of Information Technology, may immediately suspend I.T. Services for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the I.T. Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend I.T. Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if I.T. Services are suspended under this Section.

13. DELEGATION OR ASSIGNMENT. Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

14. NO EMPLOYEE-EMPLOYER RELATIONSHIP. Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body.

15. NO THIRD-PARTY BENEFICIARIES. Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

16. NO IMPLIED WAIVER. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

17. SEVERABILITY. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

18. PRECEDENCE OF DOCUMENTS. In the event of a conflict between the terms of and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms in the Exhibits or other documents that comprise this Agreement.

19. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
20. **FORCE MAJEURE.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.
21. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
- 21.1. If Notice is sent to County, it shall be addressed and sent to: Chief Information Officer, Oakland County Department of Information Technology, 1200 North Telegraph Road, Pontiac, Michigan, 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.
- 21.2. If Notice is sent to Public Body, it shall be addressed to: City Manager Elaine Leven, 33000 Garfield Rd, Fraser, MI 48026.
- 21.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **ENTIRE AGREEMENT.**
- 23.1. This Agreement represents the entire agreement and understanding between the Parties regarding the specific Services described in the attached Exhibits. With regard to those Services, this Agreement supersedes all other oral or written agreements between the Parties.
- 23.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Elaine Leven hereby acknowledges that he/she has been authorized by a resolution of the City of Fraser, a certified copy of which is attached, or by approval of the Chief Judge if the Public Body is a Court, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____

Elaine Leven
City Manager

DATE: _____

WITNESSED: _____

DATE: _____

AGREEMENT

ADMINISTRATOR: _____
(IF APPLICABLE)

DATE: _____

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____

David T. Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____

Oakland County Board of Commissioners
County of Oakland

DATE: _____

EXHIBIT VIII
I.T. SERVICES AGREEMENT
OAKNET CONNECTIVITY

INTRODUCTION

The I.T. Service described in this Exhibit (OakNet Connectivity) will provide network transport services to government agencies for the purpose of accessing applications and ISP services provided by Oakland County.

1.0 COUNTY RESPONSIBILITIES

- 1.1 County shall provide, install, and maintain the network equipment and cable necessary to deliver the I.T. Service of OakNet Connectivity, which will allow Public Body to connect to the County's network (OakNet) at Public Body's facilities and workstations. OakNet Connectivity permits Public Body to access I.T. Services that County has made available to Public Body.
- 1.2 County shall provide Public Body with a private IP address range, subnet mask, and gateway address for use by Public Body in configuring its internal network and to enable use of this I.T. Service.
- 1.3 County shall provide a single port by which Public Body may connect its internal network to OakNet
- 1.4 County shall use reasonable means to provide the I.T. Service for the transmission of information 24 hours a day, 7 days a week.
- 1.5 County and authorized Vendors shall present identification to Public Body for physical access to the OakNet Connectivity equipment for emergency service and scheduled maintenance.
- 1.6 To the extent practicable, County shall notify Public Body sixty (60) days in advance of pending changes in its contract with its third party connection provider(s). If the County's connection provider(s) is increasing costs, County shall provide Public Body with sufficient information to determine if it wishes to continue receiving this I.T. Service.

2.0 PUBLIC BODY RESPONSIBILITIES

- 2.1 Public Body shall provide adequate space and electrical power for the County to place equipment, an equipment cabinet, and cable.
- 2.2 Public Body shall promptly provide County staff and authorized third party with physical access to County equipment for emergency service and scheduled maintenance.
- 2.3 Public Body shall not mount any equipment in the County's equipment cabinet.
- 2.4 Public Body shall be responsible for configuring and maintaining Public Body's internal network equipment and cabling. Internal network equipment shall include cables connecting Public Body and County equipment.
- 2.5 Public Body shall configure Public Body workstations and other equipment to operate properly on the internal network, including assignment/configuration of the

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local IP addresses, Network Address Translation (NAT), or Domain Name Services (DNS) and as required to access this I.T. Service.

- 2.6 If Public Body terminates this I.T. Service, Public Body shall pay any charges related to early termination of third party communication services provided by County on behalf of Public Body.
- 2.7 Public Body shall be responsible for all costs associated with the relocation, reconfiguration or removal of County equipment and cable, when any of these changes are initiated by or at the request of Public Body, for any reason, including but not limited to relocation of municipal offices, construction, renovation, and discontinuance of services.
- 2.8 Public Body shall not attempt to access, configure, power cycle or connect to any County equipment unless specifically directed to do so by authorized County Department of Information Technology personnel or third party authorized by County.

3.0 SUPPORT

The I.T. Service will be supported by County's Information Technology (I.T.) Department as described in the Agreement.

4.0 SERVICE AND SUPPORT COSTS

County will invoice Public Body monthly for the cost of the communication lines. These charges will be based upon the rates set by the County's connection provider. County may choose to waive any fees for qualified law enforcement departments and for Public Bodies located within Oakland County.

5.0 LICENSE USE AND ACCESS

- 5.1 County grants to Public Body a nonexclusive license to use the County developed software applications, if any, needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

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CLEMIS

INTRODUCTION.

The Courts and Law Enforcement Management Information System (known as “CLEMIS”) is a multi-faceted, regional public safety information management system, operated and maintained by the Oakland County Department of Information Technology, CLEMIS Division. CLEMIS is comprised of many software applications.

CLEMIS was created in 1968 to address the inability of criminal justice/public safety agencies to electronically share data in a timely manner. The purpose of CLEMIS is to provide innovative technology and related services to criminal justice/public safety agencies to enable them to share data and to improve the delivery of criminal justice/public safety services. Public Bodies that use CLEMIS have realized lower costs and improved efficiency in providing criminal justice/public safety services. These benefits allow first responders additional time to serve and protect citizens.

The Parties agree to the following terms and conditions:

1. **DEFINITIONS.** The following words and expressions used throughout this Exhibit, whether used in the singular or plural, shall be defined and interpreted as follows.
 - 1.1. **CLEMIS** is the Court and Law Enforcement Management Information System, an information management system, comprised of CLEMIS Applications operated and maintained by the CLEMIS Division with recommendations and counsel from the CLEMIS Advisory Committee.
 - 1.2. **CLEMIS Advisory Committee (formerly known as the CLEMIS Advisory or Policy Board)** is an advisory committee that leads the CLEMIS Consortium and that provides recommendations and counsel to the CLEMIS Division regarding the operation and maintenance of CLEMIS.
 - 1.3. **CLEMIS Applications** are the specific software applications that comprise CLEMIS. These software applications are listed and described on the CLEMIS Website and are included in the definition of I.T. Services under this Agreement.
 - 1.4. **CLEMIS Consortium** is a non-legal entity comprised of all CLEMIS Members. Its purpose is to empower criminal justice/public safety agencies to maximize the use of collected data, to enhance daily operations and engage in comprehensive planning. The Consortium is led by the CLEMIS Advisory Committee.
 - 1.5. **CLEMIS Division** is the division in the Oakland County Department of Information Technology responsible for the operation and maintenance of CLEMIS.
 - 1.6. **CLEMIS Fee** is the sum of costs for use of CLEMIS, CLEMIS Applications, and services provided by the CLEMIS Division. These costs are listed and itemized on the CLEMIS Website.
 - 1.7. **CLEMIS Member** means the Public Body that executes this Exhibit and compiles with this Agreement.

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- 1.8. **CLEMIS Website** is the portion of the County's website dedicated to CLEMIS located at www.oakgov.com/clemis or www.clemis.org.
- 1.9. **Criminal Justice Information Services ("CJIS") Security Policy** is the effective security policy approved by the CJIS Advisory Policy Board setting forth security requirements, guidelines, and agreements for protecting transmission, access, storage, use, generation of, and sources of Criminal Justice Information ("CJI") as defined in the CJIS Security Policy.
- 1.10. **Fire Records Management System ("FRMS")** is a CLEMIS Application that provides an integrated technology system to participating fire departments, which is further described on the CLEMIS Website.

2. CLEMIS DIVISION RESPONSIBILITIES.

- 2.1. **Provision of CLEMIS Applications.** County shall provide Public Body with access to CLEMIS and the specific CLEMIS Applications and services marked on Addendum A, which may be changed from time to time. Addendum A is fully incorporated into this Agreement. Notwithstanding any provision in this Agreement, Addendum A and any changes thereto shall be signed by the CLEMIS Division Manager on behalf of County and the authorized representative as designated on Addendum A on behalf of Public Body. The operational descriptions of the CLEMIS Applications and services are set forth on the CLEMIS Website.
- 2.2. **Compliance with Laws, Rules, Regulations, and Policies.** County shall comply with all applicable laws, rules, and regulations and the CJIS Security Policy in the delivery, operation, and maintenance of CLEMIS Applications and in the transmission, access, storage, and use of data through or in CLEMIS Applications.
- 2.3. **No Verification of Data.** County does not verify or review data entered into and stored in CLEMIS for accuracy.

3. PUBLIC BODY RESPONSIBILITIES.

- 3.1. **Execution of Exhibit VIII.** Unless approved in writing by the CLEMIS Division, Public Body must execute Exhibit VIII to this Agreement (OakNet Connectivity) to provide connectivity for the use and operation of CLEMIS Applications. If Public Body receives approval from the CLEMIS Division not to use OakNet, such approval will be marked on Addendum A.
- 3.2. **Execution of Management Control Agreement.** Public Body shall execute a Management Control Agreement with County as required by and consistent with the CJIS Security Policy, which may be amended from time to time. The Management Control Agreement shall be executed by the persons authorized to sign Addendum A.
- 3.3. **Compliance with Laws, Rules, Regulations, and Policies.** Public Body and Public Body Employees shall comply with the CJIS Security Policy and all applicable laws, rules, and

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regulations when using CLEMIS and when generating, entering, and using data that is stored in CLEMIS.

- 3.4. **Access to CLEMIS.** Only Public Body Employees authorized by Public Body may access and use CLEMIS. Public Body shall keep a list of Public Body Employees authorized to access and use CLEMIS. Public Body shall review this list at least quarterly to ensure its accuracy. Upon written request of County, Public Body shall provide this list to County. Public Body shall not allow any individuals, who are not on this list, to access and use CLEMIS.
- 3.5. **Security/Background Checks.** Public Body shall provide for and pay for security/background checks for all Public Body Employees who access and use CLEMIS, as required by the CJIS Security Policy and any other applicable law, rule, and regulation.
- 3.6. **Data Entry.** Public Body is solely responsible for entering all data that is required by any CLEMIS Applications into CLEMIS.
- 3.7. **Data Ownership.** All data entered into CLEMIS by Public Body shall be and shall remain the data of Public Body.
- 3.8. **Data Accuracy.** Public Body is solely responsible for ensuring that all data entered into and stored in CLEMIS is accurate and complete. Accurate and complete means that the data does not contain erroneous information. Public Body shall immediately correct erroneous information upon discovery of error. To ensure accurate and complete data, Public Body shall conduct regular and systemic audits to minimize the possibility of generating, transmitting, and storing erroneous information.
- 3.9. **Data Update/Expungement/Redaction.** Public Body is solely responsible for updating, expunging, correcting, record locking, or redacting Public Body's data entered into or stored in CLEMIS, as required by law, rule, regulation, court order, or the CJIS Security Policy.
- 3.10. **Access to Public Body Facilities.** Public Body shall allow County employees access to Public Body facilities for maintenance of CLEMIS and to audit Public Body's use of CLEMIS.
- 3.11. **Provision of Hardware/Equipment.** The hardware/equipment needed to access and use CLEMIS shall be purchased, maintained, repaired and replaced by Public Body, unless otherwise agreed, in writing, by the Parties. The hardware/equipment shall meet the specifications and requirements set forth by the CLEMIS Division.
- 3.12. **Changes or Alternations to Public Body Facilities.** If Public Body is required to or decides to make changes or alternations to its facilities/buildings for any reason, then Public Body is responsible for all costs and expenses associated with moving or relocating hardware/equipment used to access CLEMIS or with moving or relocating the medium/connectivity, e.g., fiber, wireless connections, ISDN Lines, T1 Lines, etc., used to access CLEMIS.

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- 3.13. **E-Mail Address.** Public Body shall create and monitor a generic CLEMIS email address. The CLEMIS Division will provide Public Body instructions on how to create this email address. This email address will be the main point of contact for scheduled maintenance, outages, alerts, etc.
- 3.14. **Cooperation.** Public Body shall fully cooperate with County concerning the performance of this Agreement.

4. **PROVISION OF PUBLIC BODY DATA TO PUBLIC BODY OR THIRD PARTIES.**

- 4.1. **Request by Public Body for Public Body Data.** Public Body may request in writing that County provide a copy of portions of Public Body's data to Public Body. County will provide such data in a format and time period determined by County but will use its best efforts to provide the data in the format and time period requested by Public Body.
- 4.2. **Third Party Requests to County for Public Body Data.**
- 4.2.1. **Michigan Freedom of Information Act Requests.** County will respond pursuant to applicable law, to Michigan Freedom of Information Act ("FOIA") requests addressed and received by County, Subject to applicable law, if County receives a request for Public Body's data possessed by County, County will provide written notice to the requesting person identifying the Public Body and stating that the requesting person shall submit their request to the Public Body. Public Body shall be responsible for responding to all FOIA requests received by the Public Body.
- 4.2.2. **Other Legal Requests (Excluding FOIA Requests) to County for Public Body Data.** County will respond pursuant to applicable law to any subpoena, court order, or other legal request addressed to and received by County for Public Body's data possessed by County. Before responding to said legal request, County will use commercially reasonable efforts to inform Public Body of the request for the purpose of providing Public Body an opportunity to contest the legal request and/or to provide County with information that could impact County's response to the legal request. For the avoidance of doubt, this paragraph 4.2.2. does not apply to FOIA requests, which are governed by paragraph 4.2.1. (above).
- 4.2.3. Section 4.2 only applies to Public Body's data possessed by County for the purposes of providing services under Exhibit X (CLEMIS) and not to any other exhibit. Additionally, this section 4.2 does not apply to the CLEMIS Crash Purchase Application, which is governed by section 6 (below).
- 4.3. **Continuous Access to Public Body Data by Third Parties.**
- 4.3.1. In Addendum A, Public Body may request that County provide continuous access to Public Body's data to a third party. Addendum A shall identify the

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third party and shall set forth any specific instructions regarding the provision of such data to the third party. The County shall determine the manner in which to provide access to Public Body's data.

- 4.3.2. County shall provide and shall continue to provide access to Public Body's data to the third party identified in Addendum A, until Public Body provides written notice to the CLEMIS Manager to stop or change such access. The written notice shall contain the date on which access to Public Body's data shall stop. Upon receipt of this notice, County shall promptly stop the third party's access to Public Body's data and shall use its best efforts to stop third party access to Public Body's data on the date requested by Public Body.
- 4.3.3. In order to effectuate the third party's continuous access to Public Body's data, County will require the third party to execute an agreement with County to govern delivery and/or access to Public Body's data. The CLEMIS Manager is authorized to sign this agreement on behalf of County.
- 4.4. **Providing Public Body Data to Third Parties.** Except as otherwise provided in this Exhibit, the Agreement, or as directed in Addendum A, County will not provide Public Body's data to a third party. Notwithstanding any other provision, County shall provide Public Body's data to related Mugshots, Livescan, Michigan Incident Crime Reporting, and Crash/UD-10 traffic crash reports to the Michigan State Police. County may provide Public Body's data to County contractors and vendors for the purposes of providing services to Public Body, the County, and/or for improving CLEMIS Applications and services.
- 4.5. **Costs for Providing Public Body Data.** If County incurs any costs in providing Public Body's data to a third party or to Public Body, then Public Body shall be responsible for those costs and shall reimburse County for those costs. The CLEMIS Division shall invoice Public Body for such costs. Public Body shall pay the invoice at the location and within the time period stated in the Agreement. The CLEMIS Division may waive these costs in its sole discretion.
- 4.6. **Protected Health Information.** If the data, to be provided to a third party, is Protected Health Information" or "PHI" (defined in 45 CFR 160.103) under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and under the changes to HIPAA made by the Health Information Technology for Economic and Clinical Health Act ("HITECH Amendment"), then County and Public Body shall execute a Business Associate Agreement.
- 4.7. **County not Responsible for Third Party Use of Data.** Public Body acknowledges and agrees that if it requests County to provide access to Public Body's data to a third party, County shall not be responsible for any actions of the third party and the third party's use of Public Body's data.

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- 4.8. **Sharing Data with other CLEMIS Members.** Public Body acknowledges and agrees that County may share Public Body's data with other CLEMIS members upon the recommendation and counsel of the CLEMIS Advisory Committee.

5. **FINANCIAL RESPONSIBILITIES—CLEMIS FEE**

- 5.1. **Payment of CLEMIS Fee.** Public Body shall pay the CLEMIS Fee to County for the CLEMIS Applications and services, which are marked on Addendum A. The amount of the CLEMIS fee and the costs that comprise the CLEMIS Fee are listed and itemized on the CLEMIS Website. The CLEMIS Division shall invoice Public Body on a quarterly basis for the CLEMIS Fee, unless otherwise specified. Public Body shall pay the invoice at the location and within the time period stated in the Agreement.
- 5.2. **Establishment of CLEMIS Fee.** The CLEMIS Division upon the recommendation and counsel of the CLEMIS Advisory Committee shall establish the CLEMIS Fee. The CLEMIS Fee shall be posted on the CLEMIS website and may be obtained from the CLEMIS Division.
- 5.3. **Review of CLEMIS Fee.** The CLEMIS Division and the CLEMIS Advisory Committee shall annually review the CLEMIS FEE.
- 5.4. **CLEMIS and FRMS Funds.** County has established and shall continue to have separate enterprise funds within the County budget for revenues, expenses, and operations of CLEMIS (hereinafter “CLEMIS Fund and FRMS Fund”).
- 5.5. **Deposit of CLEMIS Fee.** All monies paid by Public Body to County pursuant to this Exhibit shall be deposited into the CLEMIS Fund or FRMS Fund, as applicable. Only revenues and expenses stemming from CLEMIS operations and maintenance are recorded in the CLEMIS Fund and FRMS Fund; no other County revenues and expenses are recorded in these Funds. Any equity in the CLEMIS Fund and FRMS Fund at the end of the County’s fiscal year shall be rolled into the CLEMIS Fund and FRMS Fund for the next fiscal year. Surplus/equity in the CLEMIS Fund and FRMS Fund can only be used for CLEMIS operations and maintenance and not for the general operations of County or Public Body. Any County general fund contributions (transfers) to the CLEMIS Fund and FRMS Fund are strictly based on availability and official appropriation by County and cannot be deemed permanent on-going contributions.
- 5.6. **Financial Statement for CLEMIS and FRMS Funds.** The County Fiscal Services Division shall prepare financial statements for the CLEMIS Fund and FRMS Fund on a quarterly basis. These financial statements will be posted on the CLEMIS Website on a quarterly and year-end basis. The County Director of Management and Budget or his/her designee shall report the condition of the CLEMIS Fund and FRMS Fund to the CLEMIS Advisory Committee, on a quarterly basis.
- 5.7. **Refund of CLEMIS Fee for Operational Problems.** Subject to Section 18 (Force Majeure) of the Agreement, if any CLEMIS Applications are not operational for more than

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fourteen (14) consecutive calendar days, County shall refund the CLEMIS Fee, already paid by Public Body, for the days that the CLEMIS Applications were not operational.

6. **COUNTY/PUBLIC BODY RESPONSIBILITIES FOR CLEMIS CITATION PAYMENT APPLICATION AND CLEMIS CRASH PURCHASE APPLICATION.** If a Public Body uses the CLEMIS Citation Payment Application (hereinafter “Payment Application”) and/or the CLEMIS Crash Purchase Application (hereinafter “Purchase Application”), then the following terms and conditions apply:
- 6.1. **Placement of URL.** Public Body shall be responsible for placing the Payment Application and the Purchase Application URLs on its website; the URLs shall be provided by County. Public Body shall include this URL in printed or electronic communications to the general public regarding the Payment Application and the Purchase Application.
 - 6.2. **Questions Regarding Payment of Tickets/Citations/Parking Tickets and Purchase of Crash/Accident Reports.** County shall refer all questions that County receives to Public Body regarding the payment of citations/tickets/parking tickets and the purchase of crash/accident reports and regarding the amount of monies owed to Public Body.
 - 6.3. **Security of Data.** County shall secure and protect data received through the Payment Application and Purchase Application (including credit card information) according to law, County’s contractual obligations, and reasonable business standards and practices.
 - 6.4. **No Interference with Contract.** Third-party service providers such as PayPal Inc. and Elavon, Inc. are required for the operation of the Payment Application and Purchase Application. Neither Public Body nor Public Body Employees shall act or fail to act, either directly or indirectly, in a manner to cause any purported breach in any term or condition in any agreement between County and such third party.
 - 6.5. **Enhanced Access Fee.** Persons or entities paying citations/tickets/parking tickets through the Payment Application or purchasing crash/accident reports through the Purchase Application shall be charged an Enhanced Access Fee, in addition to the monies owed to Public Body.
 - 6.6. **Payment Transaction for Payment Application.** When using the Payment Application, a person or entity paying a citation/ticket/parking ticket will authorize two transactions, at the time of payment: (1) one transaction for payment of monies owed to Public Body/Court and (2) one transaction for payment of the Enhanced Access Fee. The funds for the payment to Public Body/Court will be directed to the depository account designated and/or owned by Public Body/Court. The funds for the Enhanced Access Fee will be directed to a depository account designated and owned by County.
 - 6.7. **Amount of Enhanced Access Fee for Payment Application.** The Enhanced Access Fee charged to persons/entities paying citations/tickets/parking tickets through the Payment Application shall be in an amount established by the Oakland County Board of Commissioners, Miscellaneous Resolution # 07121 and as subsequently amended by the

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Oakland County Board of Commissioners. Public Body shall receive one dollar (\$1.00) of the Enhanced Access Fee collected for each citation/ticket paid through the Payment Application. Given the small amount of the Enhanced Access Fee for parking tickets, Public Body shall receive no portion of the Enhanced Access Fee collected for parking tickets paid through the Payment Application.

- 6.8. **Amount of Enhanced Access Fee for Purchase Application.** The Enhanced Access Fee charged to persons/entities purchasing crash/accident reports through the Purchase Application shall be in an amount established by the Oakland County Board of Commissioners, Miscellaneous Resolution # 09182 and as subsequently amended by the Oakland County Board of Commissioners. Public Body shall receive one dollar (\$1.00) of the Enhanced Access Fee collected for the purchase of each crash/accident report through the Payment Application.
- 6.9. **Amount of Fee for Crash/Accident Report.** Public Body shall set the fee for the purchase of the crash/accident report through the Purchase Application. The amount of this fee shall be listed in Addendum A.
- 6.10. **Distribution of Enhanced Access Fees and Fees for Crash/Accident Reports.** Public Body's portion of the Enhanced Access Fees, set forth in this Exhibit, and the fee for the crash/accident reports, set forth in Addendum A, shall be disbursed to Public Body pursuant to its written instructions. Public Body shall provide the written instructions, required by this section to CLEMIS Division.
- 6.11. **Obligations and Responsibilities if Public Body is a Court.**
- 6.11.1. **Access to Website.** If Public Body is a Court, then County shall provide access to a password protected website where Public Body/Court can issue credits or refunds and view daily, weekly, and monthly transactions processed through the Payment Application.
- 6.11.2. **Contract for Credit Card Processing.** If Public Body is a Court, then County shall establish, maintain, and pay for a separate contract for credit card processing services with the entities currently providing credit card processing services for County, i.e., PayPal Inc. and Elavon, Inc.
- 6.11.3. **Separate Depository Bank Account.** If Public Body is a Court, then it shall maintain a corresponding depository bank account, with a depository financial institution acceptable to County, for the receipt of monies owed to Public Body/Court. Public Body/Court shall provide County with all necessary bank account numbers and routing number to give effect to this requirement.

7. CLEMIS ADVISORY COMMITTEE.

- 7.1. **Establishment and Purpose of CLEMIS Advisory Committee.** The CLEMIS Advisory Committee was established to obtain advice and guidance from CLEMIS Members

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concerning policy, technical, and operational questions for CLEMIS Applications. The purpose behind the CLEMIS Advisory Committee is to allow CLEMIS Members to provide input regarding the operation and management of CLEMIS. The CLEMIS Advisory Committee leads the CLEMIS Consortium and provides recommendations and counsel to the CLEMIS Division regarding the operation, maintenance, and budget for CLEMIS (including suggested security policies, development/operation/modifications to CLEMIS Applications, and actions regarding misuse of CLEMIS).

- 7.2. **Composition of CLEMIS Advisory Committee.** The composition of the CLEMIS Advisory Committee is posted on the CLEMIS Website.
- 7.3. **CLEMIS Advisory Committee Meetings.** The CLEMIS Advisory Committee meets at least four (4) times per year. CLEMIS Members are encouraged to attend.
- 7.4. **CLEMIS Advisory Committee Officers.** Every July, the CLEMIS Advisory Committee shall elect a Chairperson by majority vote. The Chairperson shall select and appoint a Co-Chairperson. The CLEMIS Division Manager shall serve as Executive Secretary to the CLEMIS Advisory Committee. The Executive Secretary shall prepare the agenda for CLEMIS Advisory Committee meetings. Prior to each meeting, the Chairperson and the Executive Secretary shall review the contents of each agenda.
- 7.5. **CLEMIS Advisory Committee—Subcommittees.** The CLEMIS Advisory Committee may create subcommittees as it deems appropriate. The subcommittees and their composition and responsibilities shall be posted on the CLEMIS Website. The CLEMIS Advisory Committee Chairperson shall appoint the chairpersons of the subcommittees, except for the Chairperson of the Strategic Planning subcommittee, whose Chairperson is the current President of Oakland County Chiefs of Police Association and except for the Chairperson of Fire Governance whose Chairperson is elected by the Fire Governance Committee members.
8. **TRAINING.** Public Body shall require all Public Employees who use or access CLEMIS to attend training classes required by the CLEMIS Division. The format of the training classes will be at the discretion of the CLEMIS Division, e.g., train the trainer, classroom training, or on-line/remote training. If the training classes are held at County facilities or held in an on-line/remote format, then such training classes are at no cost to Public Body or Public Employees. If the training classes are held at non-County facilities, there may be a charge to Public Body based on time, materials, and location of training classes.
9. **SUPPORT AND MAINTENANCE SERVICES.** County shall maintain and support the CLEMIS Applications. The CLEMIS Fee includes the costs for support and maintenance services for the CLEMIS Applications and other services provided by the CLEMIS Division, unless otherwise indicated on Addendum A. When providing support and maintenance services for CLEMIS, County has the authority to prioritize its resources, including, but not limited to, the order in which calls for support or maintenance will be resolved and allocation of time of its employees, agents, subcontractors, and equipment.

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10. OBLIGATIONS & RESPONSIBILITIES UPON TERMINATION/CANCELLATION.

- 10.1. **Use of CLEMIS & CLEMIS Applications.** Upon the effective date of termination or cancellation of this Exhibit, Public Body shall stop using CLEMIS and CLEMIS Applications and it shall not have access to CLEMIS and CLEMIS Applications.
- 10.2. **Use and Access to Public Body's Data.** Upon the effective date of termination or cancellation of this Exhibit, Public Body's data shall not be useable by or accessible to any other CLEMIS Member.
- 10.3. **Transition of Data upon Termination/Cancellation.** Upon termination or cancellation of this Agreement, CLEMIS shall provide a copy of Public Body's data to Public Body in an electronic format and a time period determined by County. Upon written confirmation from Public Body that it received its data, County will purge Public Body's data from CLEMIS and any disaster recovery sites. If County incurs any costs in copying Public Body's data, then Public Body shall be responsible for those costs and shall reimburse County for those costs. The CLEMIS Division shall invoice Public Body for such costs. Public Body shall pay the invoice at the location and within the time period stated in the Agreement. The CLEMIS Division may waive these costs in its sole discretion.
- 10.4. **Obligation to Pay CLEMIS Fee Upon Termination/Cancellation.** Public Body's obligation to pay the CLEMIS Fee shall stop on the effective date of termination or cancellation. If the termination or cancellation date is other than the end of a quarter, any CLEMIS Fee, paid in advance to County, shall be refunded to Public Body on a pro-rated daily basis for the time period that Public Body paid in advance.

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ADDENDUM A

I. CLEMIS CATEGORIES / TIERS

Public Body shall receive the CLEMIS Applications and services associated with the category/tier selected below. The CLEMIS Website describes each category/tier listed below, describes the CLEMIS Applications that are received with a particular category/tier, and lists the cost for the below categories. As used in this Addendum "FTE" means Full-Time Equivalents (Sworn Officers).

☐ **Tier 1**

☐ 16 or more FTE's

☐ 6 – 15 FTE's

☐ 1 – 5 FTE's

☒ **Tier 2**

☒ 16 or more FTE's

☐ 6 – 15 FTE's

☐ 1 – 5 FTE's

☐ **Tier 2.5**

☐ 16 or more FTE's

☐ 6 – 15 FTE's

☐ 1 – 5 FTE's

☐ **Tier 3**

☐ 16 or more FTE's

☐ 6 – 15 FTE's

☐ 1 – 5 FTE's

Tier 4 Rescinded

Tier 5 Rescinded

☐ **Tier 6 (eCLEMIS)**

☐ 19 or more FTE's

☐ 6 – 15 FTE's

☐ 1 – 5 FTE's

☐ **Tier 7 Public Safety Answering Point (PSAP)/Central Dispatch Center**

☐ **Tier 8 Jail Management** (outside Oakland County)

☐ **Federal Departments, Offices, or Agencies Inquiry Only in the State of Michigan** (does not contribute any data)

☐ **District Court in Oakland County** (excluding 52nd District Courts)

☐ **Pays CLEMIS Fee:** received ticket data load and CLEMIS Citation Payment Application is optional.

☐ **Does not pay CLEMIS Fee:** receives ticket data load and must exclusively use CLEMIS Citation Payment Application.

☐ **District Court outside Oakland County**

☐ **Pays CLEMIS Fee:** receives ticket data load and CLEMIS Citation Payment Application is optional.

☐ **Does not Pay CLEMIS Fee:** receives ticket data load and must exclusively user CLEMIS Citation Payment application.

☐ **Circuit Court** (outside Oakland County, does not contribute any data)

☐ **Prosecutor Office** (outside Oakland County, does not contribute any data)

☐ **FRMS/CFIRS Participant** (Fire Records Management System)

II. Additional CLEMIS Applications

Public Body may select and shall receive any of the CLEMIS Applications, selected below, for a separate cost. The cost for the CLEMIS Applications is set forth on the CLEMIS Website.

☒ **Mobile Data Computers ("MDC")**

☒ **WITH** County provided wireless

☐ **WITHOUT** County provided wireless

☐ **CAD Only WITHOUT** County provided wireless

☒ **Livescan**

☐ **WITH** printer

☒ **WITHOUT** printer

☒ **Mugshot**

☒ Capture Station and Investigative

☐ Investigative Only

☐ **Jail Management**

☐ CLEMIS Member located in Oakland County

☐ CLEMIS Member located outside Oakland County

☐ **OakVideo** (CLEMIS Member located outside Oakland County)

☐ **Crime Mapping Application**

Vendor Name: _____

Address: _____

Contact: _____ Phone: _____

Email: _____

☒ **CLEMIS Public Crime Search**

CLEMIS Public Crime Search is a public access site and application created by CLEMIS and Esri, that shares and publishes crime data of participating CLEMIS members on a public webpage and application and allows the public to sign up for email crime alert notifications. By selecting this application, the Public Body authorizes CLEMIS to share and publish Public Body's crime data with the public, on the CLEMIS Public Crime Search application and webpage and authorizes the public to sign up for email crime alert notifications. The Public Body authorizes CLEMIS to publicly share, publish, and provide notifications for the following crime types: Assaults, Arsons, Burglary, Disorderly Conduct, Disturbing the Peace, DUI, Drug/Narcotics, Crimes, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft/Larceny., Theft from Vehicle, Vandalism and Weapons Law Crimes.

☒ **Pawn Application**

☐ **Fire Records Management System In Oakland County**

☐ Phase I

☐ Phase II

☒ **Fire Records Management System Outside Oakland County**

☒ **Police, Fire and/or Public Safety Department Data Extract**

☐ In Oakland County

☒ Outside Oakland County

Vendor Name: Bryx

Address: 120 East Avenue, Suite 325, Rochester, NY 14534

Contact: David Thomas Phone: (408) 406-2808

Email: dave@bryx.com

☒ **Crash Report Payment Amount:** \$12.00

☒ **Enhanced Access Fee Disbursement Instructions**

☐ Disbursement when Requested

☒ Disbursement Quarterly

Make Check Payable to: City of Fraser

☒ **OPT-IN Exhibit VIII (OakNet Connectivity)** OakNet connectivity is needed

COUNTY: : _____

CLEMIS Division Manager

Date

PUBLIC BODY:

Title/Name: _____

Signature: _____

Date

(to be completed by Public Body)



Fraser City Council Agenda Item

SUBJECT TITLE:	2024 Poverty Exemption Policy	DATE SUBMITTED:	2-15-2024
PREPARED BY:	Debra J. Kopp, City Assessor	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
Request the City Council to approve the 2024 Poverty Exemption Policy used for the 2024 assessment year.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: n/a			
Account Number(s): n/a			
Requires Budget Amendment:		☐ NO ☐ YES - Amount:	
Requires Reoccurring Charges:		☐ NO ☐ YES - Amount:	
Requires Travel Expenses:		☐ NO ☐ YES - Amount:	
Offset by Grant Funding:		☐ NO ☐ YES - Amount:	
Additional Information:			
ATTACHMENTS			
POLICY, GUIDELINES AND APPLICATION			
RECOMMENDED MOTION(S)			
Motion to approve the City of Fraser 2024 Poverty Exemption Policy, Guidelines and Application as submitted by the Assessing Department.			



CITY OF FRASER 2024 Poverty Exemption Policy, Guidelines and Application

Section 211.7u(1) of the Michigan General Property Tax Act provides for a property tax exemption, in whole or in part, for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges.

On March 14, 2024, the Fraser City Council adopted the following Poverty Exemption Policy and Guidelines (the "Policy"). The Policy includes an asset test and income test as required by Michigan statute, along with the State of Michigan required application forms. The Policy's annual income levels shall be updated annually to reflect the Federal Poverty Income levels.

The Board of Review is required to follow the adopted policy when approving or denying the request for poverty exemption. If the applicant meets all eligibility requirements, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value or a partial exemption equal to a 25%, 50% or 75% reduction in taxable value.

A taxpayer who files a poverty exemption application at the March Board of Review is not prohibited from also filing a valuation appeal at the March Board of Review. A taxpayer may also file a poverty exemption application with the July or December Board of Review. A taxpayer may appeal a poverty exemption denial by the Board of Review to the Michigan Tax Tribunal.

To claim a poverty exemption, the application and all supporting documentation as outlined in the Policy must be submitted by December 9, 2024, (the day prior to the December Board of Review held on December 10, 2024). Disabled applicants may call the Assessing Department at (586) 293-3100 to make necessary arrangements for assistance.

Requirements:

1. The applicant must own and occupy as their principal residence the property for which the exemption is being claimed. The property cannot be owned by a business entity.
2. The applicant must file a **fully complete** application which includes Forms 5737 and 5739 (attached) and **all required and requested tax returns and documentation** – see attached list.
3. The applicant must meet the "Asset Guidelines" as approved by the Fraser City Council.
4. The applicant must meet the "Income Guidelines" which are the federal poverty guidelines updated annually by the United States Department of Health and Human Services.

Asset Guidelines

Used in the Determination of Poverty Exemptions for 2024

As required by PA 390 of 1994, all guidelines for poverty exemptions as established by the governing body of the local assessing unit **SHALL** include an asset level test. The purpose of an asset test is to determine the resources available: Cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The value of the principal residence is not included in the asset test.

The following asset test shall apply to all applications for poverty exemption:

- The applicant's household shall not have "liquid" (cash) assets in excess of \$7,500,

AND

- The applicant's household shall not have **total** assets (cash and non-cash assets – see list below) in excess of \$20,000.

Household assets greater than what is stated above will result in a denial of the poverty exemption, even if the applicant meets the Income Guideline. The Board of Review may deny any application if the assets are not properly identified.

Cash and other non-cash assets considered may include but are not limited to:

- Bank accounts
- Stocks and bonds, pensions, IRAs and other investment accounts
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances and one-time insurance payments
- Money received from the sale of property such as stocks, bonds, a house or a car (unless a person is in the specific business of selling such property)
- Second home, rental property, or building/property other than the residence
- Excess or vacant land
- Extraordinary automobiles
- Jewelry, antiques or artworks
- Recreational vehicles such as campers, motor-homes, boats and ATV's
- Equipment or other personal property of value
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms

Income Guidelines Used in the Determination of Poverty Exemptions for 2024

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemptions and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the United States Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$24,860 which is the amount shown on the following chart for a family of 3 persons.

Below are the federal poverty guidelines updated annually in the Federal Register by the US Department of Health and Human Services which were adopted in 2023. The City of Fraser will follow these guidelines for establishing 2024 poverty exemptions:

Size of Family Unit	Poverty Guidelines
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person	\$5,140

Household income greater than what is stated above, per household size, will result in a denial of the poverty exemption, even if the applicant meets the Asset Guideline. The Board of Review may deny any application if income is not properly identified.

The income guidelines shall include, but are not limited to, the annual income for the person claiming the exemption and all persons living in the principal residence.

Income considered may include but is not limited to:

- Money, wages, salaries before deductions, and regular contributions from persons not living in the residence
- Net receipts from a person's own business, professional enterprise, or partnership, after business deductions
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, and supplemental security income (SSI)
- Alimony, child support, military family allotments
- Private pensions, governmental pensions, disability pensions, regular insurance, annuity payments
- College or university scholarships, grants, fellowships, and assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

Reduction Calculation

Public Act 253 of 2020 and Public Act 191 of 2023 amended MCL 211.7u related to poverty exemptions. These acts list the specific percentage reductions in taxable value that may be used by the Board of Review in granting a poverty exemption.

MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows:

- 1) A full exemption equal to a 100% reduction in taxable value
- 2) A partial exemption equal to a 75% reduction in taxable value
- 3) A partial exemption equal to a 50% reduction in taxable value
- 4) A partial exemption equal to a 25% reduction in taxable value

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission.

The following depicts the taxable value reduction granted to the eligible applicant for 2024 poverty exemptions:

Household size	Income (federal limit)	100% Taxable Value exemption	75% Taxable Value exemption	50% Taxable Value exemption	25% Taxable Value exemption
1	\$14,580	\$0 to \$3,645	\$3,646 to \$7,290	\$7,291 to \$10,935	\$10,936 to \$14,580
2	\$19,720	\$0 to \$4,930	\$4,931 to \$9,860	\$9,861 to \$14,790	\$14,791 to \$19,720
3	\$24,860	\$0 to \$6,215	\$6,216 to \$12,430	\$12,431 to \$18,645	\$18,646 to \$24,860
4	\$30,000	\$0 to \$7,500	\$7,501 to \$15,000	\$15,001 to \$22,500	\$22,501 to \$30,000
5	\$35,140	\$0 to \$8,785	\$8,786 to \$17,570	\$17,571 to \$26,355	\$26,356 to \$35,140
6	\$40,280	\$0 to \$10,070	\$10,071 to \$20,140	\$20,141 to \$30,210	\$30,211 to \$40,280
7	\$45,420	\$0 to \$11,355	\$11,356 to \$22,710	\$22,711 to \$34,065	\$34,066 to \$45,420
8	\$50,560	\$0 to \$12,640	\$12,641 to \$25,280	\$25,281 to \$37,920	\$37,921 to \$50,560

Additional
person: \$5,140

Failure to meet the Income Guideline, Asset Guideline, or submission of an incomplete application will result in a denial of the poverty exemption.

**REQUIRED ATTACHMENTS TO APPLICATION – CHECK
LIST
PAGE 1 OF 2**

- Provide documents for applicant, spouse, and/or all others that are residing in the home.
- Submit most recent statement/document unless otherwise indicated.
- Please submit copies only, not originals. Anything submitted will not be returned.
- If one of the items below does not apply, please write "N/A" (not applicable) to indicate the applicant does not have anything to provide for that item.
- This initialed checklist must be returned with the application forms.

Initial below when requested information is attached to this application:

- _____ Valid Michigan Driver's License or other legal form of photo identification for all persons in the household
- _____ 2023 Federal Income Tax Return - fully complete, signed copy of what was filed with the IRS
- _____ 2023 State Income Tax Return - fully complete, signed copy of what was filed with the State of MI
- _____ If any of the applicants are not required to file a Federal or State Income Tax return, Form 4988, **Poverty Exemption Affidavit** (attached) must be provided for ALL persons that are not required to file income tax.
- _____ Michigan Homestead Property Tax Credit (MI-1040CR). This completed form is required regardless of your requirement to file income tax returns
- _____ Current full credit report for all persons 18 years or older residing in the household. Reports that include only the credit score will not be accepted. Full credit reports are available at no cost to the applicant once per year from all three (3) of the following credit reporting bureaus: Equifax, Experian and TransUnion. Free credit reports are available at myfreecreditreport.com
- _____ Bank and/or credit union monthly statements for the **prior 12 months (as of the date of application)** of **ALL** checking and savings accounts
- _____ Social Security Benefit Statement
- _____ Non-cash benefit statements such as Medicaid, WIC, food stamps and school lunches
- _____ W-2 Form from employer
- _____ Net receipts from self-employment
- _____ State or Federal checks
- _____ Unemployment benefits statement
- _____ Pension – 1099 Statement

REQUIRED ATTACHMENTS TO APPLICATION – CHECK LIST

PAGE 2 OF 2

- _____ Certificate of Deposit statement
- _____ Stocks or bonds statement
- _____ Child Support payment statement
- _____ Alimony payment statement
- _____ Insurance or annuity payment statement
- _____ If home was purchased in the prior 2 years, a copy of the loan application and closing statement
- _____ Most recent mortgage verification showing balance of loan plus principal and interest payment amounts
- _____ Second mortgage or equity loan statement
- _____ List and current value of other property currently owned by applicant (includes but not limited to vacant land, second home, rental property, building/property other than the residence)
- _____ List of equipment, jewelry, antiques, artwork and current value
- _____ State of Michigan car registration for all vehicles
- _____ List of regular contributions OR gifts OR loans from persons not living in the residence (in the last 24 months)
- _____ List of dividends, interest, and net income from rentals or estates or trusts (in the last 24 months)
- _____ List of money received from the sale of property such as stocks, bonds, a house, or a car (in the last 24 months)

Failure to provide a complete application will result in a denial of the poverty exemption.

Applicant Certification

Please **initial** each applicable statement:

_____ I/We have received a copy of and understand the 2024 Poverty Exemption Policy and Guidelines.

_____ I/We understand our application and all required attached documentation is examined by the Board of Review at an open meeting and may be further discussed by the Harrison Township Assessing Department staff or designated agent, Board of Review, and Michigan Tax Tribunal and is obtainable by the public as part of the public record.

_____ I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge.

_____ I/We also understand that this application will be DENIED if the information contained within is found to be false or incomplete.

Applicant Signature: _____ Date: _____

Spouse Signature: _____ Date : _____

Name of preparer if other than applicant:

(please print)

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence:

Signature of Person Making Affidavit

Date

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents		
Property Address of Principal Residence		City	State	ZIP Code	
☐ Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit			
PART 2: REAL ESTATE INFORMATION					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Code Number		Name of Mortgage Company			
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence			
Property Description					
PART 3: ADDITIONAL PROPERTY INFORMATION					
List information related to any other property owned by you or any member residing in the household.					
☐ Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	
2	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer

Address of Employer

City

State

ZIP Code

Contact Person

Employer Telephone Number

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) ☐ City ☐ Township ☐ Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
☐ I own the property in which the exemption is being claimed.			
☐ The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
☐ After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	
		Date	
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
☐ Approved ☐ Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	



Fraser City Council Agenda Item

SUBJECT TITLE:	Set Public Hearing for Budget	DATE SUBMITTED:	2/18/2023
PREPARED BY:	City Clerk Greenia	NEW OR RETURNING:	New
REQUEST			
At the February 8, 2024, meeting City Council approved the FY 24/25 budget timeline as presented by City Manager Leven. The first action item on that timeline was to set public hearings for April 11, 2024, at tonight's meeting. Should the City Council set the public hearings for April 11, 2024, it will give me plenty of time to get the notices published in accordance with required deadlines.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☐ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount:			
Account Number(s):			
Requires Budget Amendment: ☐ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☐ NO ☐ YES - Amount:			
Requires Travel Expenses: ☐ NO ☐ YES - Amount:			
Offset by Grant Funding: ☐ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
RECOMMENDED MOTION(s)			
Motion to approve holding the public hearings on April 11, 2024, at 6:30 p.m. for the FY 24/25 City of Fraser Budget, the FY 24/25 Millage Rates, the FY 24/25 SAD and the FY 24/5 Water and Sewer Rates.			



Fraser City Council Agenda Item

SUBJECT TITLE:	Concrete Program Update	DATE SUBMITTED:	3/5/2024
PREPARED BY:	Michael Vigneron - AEW	NEW OR RETURNING:	Returning
SUMMARY OF REQUEST			
This item is to provide an update to City Council related to the 2023 Miscellaneous Concrete Repair Program as requested by Council during the October 2023 meeting. To date, no work has been performed on this contract. No work was able to be performed in 2023 after the contracts were executed due to seasonal suspension for weather. Work is anticipated to begin in April or May. The following streets are being targeted for repairs based on Act 51 Designation, PASER Rating, asset management principles, and DPW input. We do not anticipate funds will cover all of areas identified, but work will be performed as funds allow: <u>Major Roads - \$200,000 budgeted</u> 1. Masonic – Hayes to Utica (PASER 6) – isolated repairs around manhole covers 2. Eveningside – 13 Mile to Masonic (PASER 3-4) – selective slabs repairs 3. Beacon Lane – Masonic to 14 Mile (PASER 5-6) – selective slab repairs 4. Fraser Drive – 13 Mile to Utica (PASER 4-5) – selective slab repairs <u>Local Roads - \$150,000 budgeted</u> 1. Kendall – 13 Mile to Fraser (PASER 3) – repair adjacent to water main break 2. Sherwood (PASER 3) – selective slab repairs (multiple fractures/settlement) 3. Vista Way (PASER 4-5) – selective slab repairs (multiple fractures/settlement) 4. Snow/Northwood (PASER 2-3) – remove island for maintenance purposes 5. Courts off Cambridge – address broken curbs 6. Davidson (PASER 4) – selective slab repairs (multiple fractures/settlement)			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
ATTACHMENTS			
NONE			
RECOMMENDED MOTION(s)			
n/a			



City of Fraser

Check Disbursement Report

March 14, 2024

EXPENDITURES FOR APPROVAL

101 GENERAL FUND	\$	219,989.22
202 MAJOR STREET FUND	\$	40,566.19
203 LOCAL STREET FUND	\$	10,554.07
210 AMBULANCE FUND	\$	4,759.10
226 RUBBISH COLLECTION FUND	\$	74,430.40
536 SENIOR HOUSING FUND	\$	20,982.72
592 WATER AND SEWER FUND	\$	909,452.00
661 MOTOR POOL FUND	\$	57,772.33
703 CURRENT TAX COLLECTION FUND	\$	738.78

VENDOR EXPENDITURES	\$	1,339,244.81
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03/04/2024 02:40 PM
User: CAROLYNN
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 02/01/2024 - 02/29/2024

Page 1/27

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/02/2024	PNC	141098	ASSESSMENT ADMINISTRATION	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	257	10,100.50
02/02/2024	PNC	141100	AT&T	COMMUNICATIONS (PHONE AND CELL)	850.000	265	144.15
02/02/2024	PNC	141101	AT&T	COMMUNICATIONS (PHONE AND CELL)	850.000	265	1,025.38
02/02/2024	PNC	141102	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				CHECK PNC 141102 TOTAL FOR FUND 101:			375.00
02/02/2024	PNC	141103	BS&A SOFTWARE	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	7,040.00
02/02/2024	PNC	141105	DETROIT TIGERS, INC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	111.00
02/02/2024	PNC	141106	ELECTION SYSTEMS & SOFTWARE	OPERATING SUPPLIES	742.000	215	933.15
02/02/2024	PNC	141107	EMBLEM ENTERPRISES INC	OPERATING SUPPLIES	742.000	301	461.60
02/02/2024	PNC	141108	HAPPY BRUSHES FACE PAINTING & MORE PROGRAMMING - RECREATION REVOLVING				** VOIDED **
02/02/2024	PNC	141109#	HP, INC.	OPERATING SUPPLIES	742.000	212	168.35
				OPERATING SUPPLIES	742.000	301	772.89
				CHECK PNC 141109 TOTAL FOR FUND 101:			941.24
02/02/2024	PNC	141111	LEONETTI. ROBERT A	SF - Initial Registration/Renewal	280.000	000	165.00
02/02/2024	PNC	141112	LEONETTI. ROBERT A	SF - Initial Registration/Renewal	280.000	000	165.00
02/02/2024	PNC	141115	MACOMB COMMUNITY COLLEGE	PROFESSIONAL DEVELOPMENT	957.000	301	150.00
02/02/2024	PNC	141116	MACOMB COUNTY CHAMBER	MEMBERSHIPS	956.000	101	335.00
02/02/2024	PNC	141117	OFFICE DEPOT	OPERATING SUPPLIES	742.000	286	1,018.47
02/02/2024	PNC	141118	RADATZ. PAUL & BEVERLY	RESIDENTIAL, COMMERCIAL, & INDUSTRIAL	280.000	000	45.00
02/02/2024	PNC	141119#	STERICYCLE, INC.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	172	19.66

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Fund: 101 GENERAL FUND							
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	212	19.67
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	257	19.66
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	19.67
				CHECK PNC 141119 TOTAL FOR FUND 101:			<u>78.66</u>
02/02/2024	PNC	141120#	SUPPLY DEN	OPERATING SUPPLIES	742.000	265	30.92
				OPERATING SUPPLIES	742.000	441	35.48
				OPERATING SUPPLIES	742.000	441	91.91
				CHECK PNC 141120 TOTAL FOR FUND 101:			<u>158.31</u>
02/02/2024	PNC	141121	POSTMASTER	MAIL OR POSTAGE	851.000	215	320.00
02/02/2024	PNC	141122	WARREN PIPE & SUPPLY CO.	OPERATING SUPPLIES	742.000	301	20.98
02/09/2024	PNC	141124	123.NET, INC.	COMMUNICATIONS (PHONE AND CELL)	850.000	228	867.64
02/09/2024	PNC	141125*#	AEW	Escrow Fee	280.000	000	347.30
				Escrow Fee	280.000	000	214.20
				Escrow Fee	280.000	000	1,002.51
				Escrow Fee	280.000	000	466.20
				CAPITAL OUTLAY	972.000	265	199.59
				CAPITAL OUTLAY	972.000	265	163.51
				CAPITAL OUTLAY	972.000	265	2,039.61
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	4,262.63
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	8,260.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	2,466.80
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	189.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	75.60
				CHECK PNC 141125 TOTAL FOR FUND 101:			<u>19,686.95</u>
02/09/2024	PNC	141126	BOBS SANITATION SERVICE, INC	REPAIRS AND MAINTENANCE	930.000	770	150.00
02/09/2024	PNC	141127#	BRIGHTER CLEANING SERVICES LLC	REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00

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Fund: 101 GENERAL FUND				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				CHECK PNC 141127 TOTAL FOR FUND 101:			545.00
02/09/2024	PNC	141128	BUILDERS FIRSTSOURCE	REPAIRS AND MAINTENANCE	930.000	770	40.88
				REPAIRS AND MAINTENANCE	930.000	770	193.32
				CHECK PNC 141128 TOTAL FOR FUND 101:			234.20
02/09/2024	PNC	141129	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	257	190.00
02/09/2024	PNC	141130	C2IMAGING LLC	PROGRAMMING - RECREATION REVOLVING	881.000	751	180.00
02/09/2024	PNC	141131#	CINTAS CORPORATION #354	OPERATING SUPPLIES	742.000	265	176.10
				OPERATING SUPPLIES	742.000	265	67.33
				OPERATING SUPPLIES	742.000	265	19.99
				OPERATING SUPPLIES	742.000	672	34.46
				CHECK PNC 141131 TOTAL FOR FUND 101:			297.88
02/09/2024	PNC	141135	GREAT LAKES PEST CONTROL CO. INC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	60.00
02/09/2024	PNC	141136*#	GREAT LAKES SECURITY HARDWARE	REPAIRS AND MAINTENANCE	930.000	265	363.90
02/09/2024	PNC	141138	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	257	140.00
02/09/2024	PNC	141143	KRISTIN GRAHAM	PROGRAMMING - RECREATION REVOLVING	881.000	751	100.00
02/09/2024	PNC	141147	MACOMB CO. ASSOC. CHIEFS OF POLICE	MEMBERSHIPS	956.000	301	75.00
02/09/2024	PNC	141149	MACOMB COUNTY TREASURER	TAXES - ALLOWANCE FOR CHARGEBACKS	415.000	000	642.88
02/09/2024	PNC	141152	MARIN CONSULTING ASSOCIATES	PROFESSIONAL DEVELOPMENT	957.000	301	600.00
02/09/2024	PNC	141156	PROFESSIONAL BENEFITS SERVICES,	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	172	55.65
02/09/2024	PNC	141160	JAMES SHIMKO	INDEPENDENT CONTRACTOR	708.000	703	183.00
02/09/2024	PNC	141161#	SPECTRON ELECTRIC	REPAIRS AND MAINTENANCE	930.000	265	1,597.46
				REPAIRS AND MAINTENANCE	930.000	770	340.00

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Fund: 101 GENERAL FUND							
				CHECK PNC 141161 TOTAL FOR FUND 101:			1,937.46
02/09/2024	PNC	141163	STRATEGIC SALES AVANTAGE LLC	PROGRAMMING - RECREATION REVOLVING	881.000	751	886.00
02/09/2024	PNC	141165	WEINGARTZ	REPAIRS AND MAINTENANCE	930.000	770	416.97
				REPAIRS AND MAINTENANCE	930.000	770	159.00
				REPAIRS AND MAINTENANCE	930.000	770	416.97
				REPAIRS AND MAINTENANCE	930.000	770	(575.90)
				CHECK PNC 141165 TOTAL FOR FUND 101:			417.04
02/16/2024	PNC	141168	AIRGAS USA, LLC	OPERATING SUPPLIES	742.000	265	36.41
02/16/2024	PNC	141170#	AMERICA'S FINEST	OPERATING SUPPLIES	742.000	101	22.00
				OPERATING SUPPLIES	742.000	703	206.00
				CHECK PNC 141170 TOTAL FOR FUND 101:			228.00
02/16/2024	PNC	141172	BOBS SANITATION SERVICE, INC	OPERATING SUPPLIES	742.000	770	190.00
02/16/2024	PNC	141174	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00
				CHECK PNC 141174 TOTAL FOR FUND 101:			250.00
02/16/2024	PNC	141175	BUILDERS FIRSTSOURCE	REPAIRS AND MAINTENANCE	930.000	770	141.24
02/16/2024	PNC	141176	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	257	190.00
02/16/2024	PNC	141178	CONTRACTORS CONNECTION	OPERATING SUPPLIES	742.000	441	67.40
02/16/2024	PNC	141180	COUNTY OF MACOMB ENFORCEMENT TEAM	OPERATING SUPPLIES	742.000	301	600.00
02/16/2024	PNC	141181	JASMIN CROMWELL	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	376.50
02/16/2024	PNC	141184	STATE OF MICHIGAN	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	3,000.00
02/16/2024	PNC	141185	FIRST CHOICE SERVICES	OPERATING SUPPLIES	742.000	441	35.00
02/16/2024	PNC	141187	GREAT LAKES PEST CONTROL CO. INC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	50.00

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Fund: 101 GENERAL FUND							
02/16/2024	PNC	141189*	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	265	3,641.75
02/16/2024	PNC	141190	J&J METAL PRODUCTS CO.	REPAIRS AND MAINTENANCE	930.000	265	29.45
02/16/2024	PNC	141192	KIESLER POLICE SUPPLY, INC.	OPERATING SUPPLIES	742.000	301	1,150.00
02/16/2024	PNC	141194	MACOMB ASSESSORS ORGANIZATION	PROFESSIONAL DEVELOPMENT	957.000	257	40.00
02/16/2024	PNC	141196*#	MACOMB COUNTY FINANCE DEPARTMENT	OPERATING SUPPLIES	742.000	172	65.90
				OPERATING SUPPLIES	742.000	212	111.65
				OPERATING SUPPLIES	742.000	301	230.65
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	210.00
				OPERATING SUPPLIES	742.000	441	32.95
				CHECK PNC 141196 TOTAL FOR FUND 101:			651.15
02/16/2024	PNC	141198	MACOMB COUNTY TREASURER	TAXES - ALLOWANCE FOR CHARGEBACKS	415.000	000	0.95
02/16/2024	PNC	141199	21ST CENTURY MEDIA - MICHIGAN	SUBSCRIPTIONS AND PUBLICATIONS	791.000	215	301.25
				SUBSCRIPTIONS AND PUBLICATIONS	791.000	215	355.25
				SUBSCRIPTIONS AND PUBLICATIONS	791.000	215	319.25
				CHECK PNC 141199 TOTAL FOR FUND 101:			975.75
02/16/2024	PNC	141200	MICHIGAN STATE POLICE	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	30.00
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	15,001.08
02/16/2024	PNC	141202	MICHIGAN STATE POLICE	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	86.50
02/16/2024	PNC	141203	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	801.000	301	2,886.00
02/16/2024	PNC	141204	PRONEXUS MICHIGAN EAST, LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	212	2,812.05
02/16/2024	PNC	141205	R&R FIRE TRUCK REPAIR, INC	REPAIRS AND MAINTENANCE	930.000	301	349.39
02/16/2024	PNC	141206*#	REINDEL TRUE VALUE	OPERATING SUPPLIES	742.000	215	16.48

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Fund: 101 GENERAL FUND							
				OPERATING SUPPLIES	742.000	265	54.58
				REPAIRS AND MAINTENANCE	930.000	265	95.06
				REPAIRS AND MAINTENANCE	930.000	770	229.40
				CHECK PNC 141206 TOTAL FOR FUND 101:			395.52
02/16/2024	PNC	141207#	SUPPLY DEN	OPERATING SUPPLIES	742.000	265	210.93
				OPERATING SUPPLIES	742.000	672	46.72
				CHECK PNC 141207 TOTAL FOR FUND 101:			257.65
02/16/2024	PNC	141208	THOMSON REUTERS - WEST	OPERATING SUPPLIES	742.000	301	350.56
02/16/2024	PNC	141210#	VC3, INC.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	214.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	164.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	314.00
				OPERATING SUPPLIES	742.000	301	1,434.36
				CHECK PNC 141210 TOTAL FOR FUND 101:			2,126.36
02/16/2024	PNC	141211*#	VERIZON	PS TECHNOLOGY FUNDS	214.101	000	41.07
				COMMUNICATIONS (PHONE AND CELL)	850.000	228	41.07
				COMMUNICATIONS (PHONE AND CELL)	850.000	301	329.39
				COMMUNICATIONS (PHONE AND CELL)	850.000	441	597.82
				COMMUNICATIONS (PHONE AND CELL)	850.000	703	82.14
				CHECK PNC 141211 TOTAL FOR FUND 101:			1,091.49
02/16/2024	PNC	141214#	WINDER POLICE EQUIPMENT	OPERATING SUPPLIES	742.000	101	134.00
				OPERATING SUPPLIES	742.000	301	279.00
				CHECK PNC 141214 TOTAL FOR FUND 101:			413.00
02/16/2024	PNC	141215	WOW INTERNET-CABLE-PHONE	MISC COMMUNICATIONS (INTERNET)	852.000	228	2,178.88
02/23/2024	PNC	141216#	BRIGHTER CLEANING SERVICES LLC	REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	672	125.00

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Fund: 101 GENERAL FUND							
				CHECK PNC 141216 TOTAL FOR FUND 101:			405.00
02/23/2024	PNC	141218	CANFIELD EQUIPMENT SERVICE, INC.	CAPITAL OUTLAY	972.000	301	22,512.26
02/23/2024	PNC	141220#	CINTAS CORPORATION #354	OPERATING SUPPLIES	742.000	265	67.33
				OPERATING SUPPLIES	742.000	265	731.99
				OPERATING SUPPLIES	742.000	672	89.97
				CHECK PNC 141220 TOTAL FOR FUND 101:			889.29
02/23/2024	PNC	141221*	CONSUMERS ENERGY	NATURAL GAS	921.000	265	3,183.20
				NATURAL GAS	921.000	265	1,164.21
				NATURAL GAS	921.000	265	383.84
				NATURAL GAS	921.000	265	3,113.42
				CHECK PNC 141221 TOTAL FOR FUND 101:			7,844.67
02/23/2024	PNC	141222	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.500	448	24,114.66
02/23/2024	PNC	141223*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	4,315.96
				ELECTRIC	920.000	265	1,125.47
				ELECTRIC	920.000	265	156.38
				ELECTRIC	920.000	265	849.21
				ELECTRIC	920.000	448	179.41
				CHECK PNC 141223 TOTAL FOR FUND 101:			6,626.43
02/23/2024	PNC	141224	ELECTION SYSTEMS & SOFTWARE	OPERATING SUPPLIES	742.000	215	180.00
02/23/2024	PNC	141228*#	CITY OF FRASER	WATER	922.000	265	134.87
				WATER	922.000	265	26.26
				WATER	922.000	265	484.05
				WATER	922.000	265	105.86
				WATER	922.000	265	42.18
				WATER	922.000	265	57.83
				WATER	922.000	770	26.26

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Fund: 101 GENERAL FUND				CHECK PNC 141228 TOTAL FOR FUND 101:			877.31
02/23/2024	PNC	141232	KIRK, HUTH, LANGE & BADALAMENTI	CITY ATTORNEY	801.000	266	200.00
02/23/2024	PNC	141235#	MCKENNA ASSOCIATES	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	701	4,350.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	7,803.00
				CHECK PNC 141235 TOTAL FOR FUND 101:			12,153.00
02/23/2024	PNC	141236	MI DEPT OF AGRICULTURE	OPERATING SUPPLIES	742.000	301	145.00
02/23/2024	PNC	141237	O'REILLY RANCILIO PC	PROFESSIONAL SERVICES (LEGAL)	801.000	266	13,040.48
				PROFESSIONAL SERVICES (LEGAL)	801.000	266	5,794.50
				PROFESSIONAL SERVICES (LEGAL)	801.000	266	2,365.21
				CHECK PNC 141237 TOTAL FOR FUND 101:			21,200.19
02/23/2024	PNC	141238*#	OFFICE DEPOT	OPERATING SUPPLIES	742.000	212	77.55
				OPERATING SUPPLIES	742.000	215	63.98
				OPERATING SUPPLIES	742.000	215	28.39
				OPERATING SUPPLIES	742.000	215	237.31
				CHECK PNC 141238 TOTAL FOR FUND 101:			407.23
02/23/2024	PNC	141239	OTIS ELEVATOR COMPANY	REPAIRS AND MAINTENANCE	930.000	265	824.04
02/23/2024	PNC	141240	PHILLIPS SECURITY	REPAIRS AND MAINTENANCE	930.000	265	973.21
02/23/2024	PNC	141241	PRONEXUS MICHIGAN EAST, LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	212	1,476.71
02/23/2024	PNC	141242	SHREDCORP	SUPPLIES	742.000	301	60.00
02/23/2024	PNC	141244	YEO & YEO PC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	212	28,267.10
				Total for fund 101 GENERAL FUND			219,989.22

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Fund: 202 MAJOR STREET FUND							
02/09/2024	PNC	141125*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	504.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	44.96
				CHECK PNC 141125 TOTAL FOR FUND 202:			548.96
02/09/2024	PNC	141148	MACOMB COUNTY DEPARTMENT OF ROADS	REPAIRS - TRAFFIC SERVICES MAINTENANCE	930.300	441	1,638.21
02/09/2024	PNC	141164*#	VERSALIFT MIDWEST LLC	CAPITAL OUTLAY	972.000	441	9,175.00
02/16/2024	PNC	141183*	DETROIT SALT COMPANY	REPAIRS - WINTER STREET MAINTENANCE	930.400	441	9,391.46
				REPAIRS - WINTER STREET MAINTENANCE	930.400	441	6,237.13
				CHECK PNC 141183 TOTAL FOR FUND 202:			15,628.59
02/16/2024	PNC	141195	MACOMB COUNTY DEPARTMENT OF ROADS	CAPITAL OUTLAY	972.000	441	177.56
				CAPITAL OUTLAY	972.000	441	609.58
				CHECK PNC 141195 TOTAL FOR FUND 202:			787.14
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	1,003.80
02/16/2024	PNC	141212*#	VERSALIFT MIDWEST LLC	CAPITAL OUTLAY	972.000	441	9,175.00
02/23/2024	PNC	141217	CADILLAC ASPHALT, LLC	REPAIRS - STREETS MAINTENANCE	930.200	441	708.75
02/23/2024	PNC	141234	MACOMB COUNTY DEPARTMENT OF ROADS	REPAIRS - TRAFFIC SERVICES MAINTENANCE	930.300	441	1,900.74
				Total for fund 202 MAJOR STREET FUND			40,566.19

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Fund: 203 LOCAL STREET FUND							
02/16/2024	PNC	141183*	DETROIT SALT COMPANY	REPAIRS - WINTER STREET MAINTENANCE	930.400	441	9,496.28
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	1,003.67
02/16/2024	PNC	141206*#	REINDEL TRUE VALUE	REPAIRS AND MAINTENANCE	930.000	441	29.13
				REPAIRS - WINTER STREET MAINTENANCE	930.400	441	24.99
				CHECK PNC 141206 TOTAL FOR FUND 203:			54.12
				Total for fund 203 LOCAL STREET FUND			10,554.07

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Fund: 210 AMBULANCE FUND							
02/02/2024	PNC	141097	ACCUMED BILLING, INC	PROFESSIONAL SERVICES - ACCUMED	801.000	301	1,905.72
02/16/2024	PNC	141171	ARBOR PROFESSIONAL SOLUTIONS	PROFESSIONAL SERVICES (ACCUMED)	801.000	301	8.00
02/16/2024	PNC	141173	BOUND TREE MEDICAL	OPERATING SUPPLIES	742.000	301	499.88
				OPERATING SUPPLIES	742.000	301	414.68
				CHECK PNC 141173 TOTAL FOR FUND 210:			914.56
02/16/2024	PNC	141193	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	742.000	301	484.69
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	1,286.10
02/16/2024	PNC	141211*#	VERIZON	COMMUNICATIONS (PHONE AND CELL)	850.000	301	115.03
02/23/2024	PNC	141226	ELITE TRAUMA CLEAN-UP, INC	OPERATING SUPPLIES	742.000	301	45.00
				Total for fund 210 AMBULANCE FUND			4,759.10

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 RUBBISH COLLECTION FUND							
02/02/2024	PNC	141110*	KANE, TIMOTHY	RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				RECYCLING	033.000	000	1.67
				CHECK PNC 141110 TOTAL FOR FUND 226:			
02/09/2024	PNC	141134	GFL ENVIRONMENTAL USA	WASTE AND RUBBISH DISPOSAL	801.400	528	65,780.70
				RECYCLING	801.500	528	8,608.08
				CHECK PNC 141134 TOTAL FOR FUND 226:			
02/09/2024	PNC	141142*	JONES, MELANEY	RECYCLING	033.000	000	1.02
02/09/2024	PNC	141167*	ZYGAJ, KAYLA	RECYCLING	033.000	000	5.40
02/16/2024	PNC	141182*	DAVIS, PAMELA	RECYCLING	033.000	000	0.13

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Fund: 226 RUBBISH COLLECTION FUND

Total for fund 226 RUBBISH COLLECTION FUND

74,430.40

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 536 SENIOR HOUSING FUND							
02/02/2024	PNC	141099	AT&T	COMMUNICATIONS (PHONE AND CELL)	850.000	265	303.55
02/02/2024	PNC	141104	COMCAST	MISC COMMUNICATIONS (INTERNET)	852.000	265	151.65
02/09/2024	PNC	141125*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	231.09
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	133.73
				CHECK PNC 141125 TOTAL FOR FUND 536:			364.82
02/09/2024	PNC	141132	CONTRACTORS PIPE & SUPPLY CORP	REPAIRS AND MAINTENANCE	930.000	265	498.37
				REPAIRS AND MAINTENANCE	930.000	265	14.58
				CHECK PNC 141132 TOTAL FOR FUND 536:			512.95
02/09/2024	PNC	141140*#	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	265	6,593.14
02/09/2024	PNC	141146	LOOK PROFESSIONAL PAINTING	REPAIRS AND MAINTENANCE	930.000	265	905.00
				REPAIRS AND MAINTENANCE	930.000	265	50.00
				CHECK PNC 141146 TOTAL FOR FUND 536:			955.00
02/09/2024	PNC	141150	MACOMB KITCHEN & BATH, LLC	REPAIRS AND MAINTENANCE	930.000	265	925.00
02/16/2024	PNC	141188	GREAT LAKES SECURITY HARDWARE	REPAIRS AND MAINTENANCE	930.000	265	7.90
02/16/2024	PNC	141189*	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	265	506.83
02/16/2024	PNC	141196*#	MACOMB COUNTY FINANCE DEPARTMENT	OPERATING SUPPLIES	742.000	265	32.95
02/16/2024	PNC	141206*#	REINDEL TRUE VALUE	REPAIRS AND MAINTENANCE	930.000	265	61.29
02/16/2024	PNC	141211*#	VERIZON	COMMUNICATIONS (PHONE AND CELL)	850.000	265	41.07
02/23/2024	PNC	141221*	CONSUMERS ENERGY	NATURAL GAS	921.000	265	781.65

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 536 SENIOR HOUSING FUND							
02/23/2024	PNC	141223*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	1,225.03
02/23/2024	PNC	141228*#	CITY OF FRASER	WATER	922.000	265	2,681.01
02/23/2024	PNC	141230	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	265	4,973.28
				REPAIRS AND MAINTENANCE	930.000	265	757.44
				CHECK PNC 141230 TOTAL FOR FUND 536:			5,730.72
02/23/2024	PNC	141231	J&J METAL PRODUCTS CO.	REPAIRS AND MAINTENANCE	930.000	265	108.16
				Total for fund 536 SENIOR HOUSING FUND			20,982.72

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				WATER READY TO SERVE	642.200	000	15.16
				SEWER COMMODITY	642.300	000	125.28
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	125.28
				SEWER COMMODITY	642.300	000	114.84
				SEWER COMMODITY	642.300	000	104.40
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	146.16
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	156.60
				SEWER COMMODITY	642.300	000	28.76
				SEWER COMMODITY	642.300	000	104.40
				SEWER COMMODITY	642.300	000	104.40
				SEWER COMMODITY	642.300	000	125.28
				SEWER COMMODITY	642.300	000	125.28
				SEWER COMMODITY	642.300	000	104.40
				SEWER COMMODITY	642.300	000	125.28
				SEWER COMMODITY	642.300	000	156.60
				SEWER COMMODITY	642.300	000	146.16
				SEWER COMMODITY	642.300	000	135.72
				SEWER COMMODITY	642.300	000	125.28
				SEWER READY TO SERVE	642.400	000	10.10
				SEWER READY TO SERVE	642.400	000	10.10
				SEWER READY TO SERVE	642.400	000	10.10

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	642.500	000	1.00
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				METER REPLACEMENT	657.000	000	0.05
				SEWER COMMODITY	657.000	000	6.26
				SEWER COMMODITY	657.000	000	7.31
				SEWER COMMODITY	657.000	000	7.83
				SEWER COMMODITY	657.000	000	6.26
				SEWER COMMODITY	657.000	000	5.22
				SEWER COMMODITY	657.000	000	6.26
				SEWER COMMODITY	657.000	000	6.26
				SEWER COMMODITY	657.000	000	5.22
				SEWER COMMODITY	657.000	000	5.22
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				WATER COMMODITY	657.000	000	2.74
				WATER COMMODITY	657.000	000	2.74
				WATER COMMODITY	657.000	000	3.29
				WATER COMMODITY	657.000	000	3.84
				WATER COMMODITY	657.000	000	4.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				WATER COMMODITY	657.000	000	3.29
				WATER COMMODITY	657.000	000	2.74
				WATER COMMODITY	657.000	000	3.29
				WATER COMMODITY	657.000	000	3.29
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER READY TO SERVE	657.000	000	0.51
				SEWER COMMODITY	657.000	000	5.22
				SEWER COMMODITY	657.000	000	5.74
				SEWER COMMODITY	657.000	000	6.26
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER READY TO SERVE	657.000	000	0.76
				WATER COMMODITY	657.000	000	2.74
				WATER COMMODITY	657.000	000	3.01
				WATER COMMODITY	657.000	000	3.29
				CHECK PNC 141110 TOTAL FOR FUND 592:			4,917.31
02/02/2024	PNC	141123#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	784.73

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	1,283.45
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	784.73
				MAIL OR POSTAGE	851.000	537	1,283.44
				CHECK PNC 141123 TOTAL FOR FUND 592:			4,136.35
02/09/2024	PNC	141125*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	5,700.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	953.74
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	1,476.08
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	473.40
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	886.43
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	68.25
				CHECK PNC 141125 TOTAL FOR FUND 592:			9,557.90
02/09/2024	PNC	141133	CORE & MAIN LP	CAPITAL OUTLAY	972.000	536	2,730.80
02/09/2024	PNC	141137	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	922.500	536	113,127.13
02/09/2024	PNC	141139	HYDRO-DESIGNS, INC.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	3,083.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	3,384.00
				CHECK PNC 141139 TOTAL FOR FUND 592:			6,467.00
02/09/2024	PNC	141140*#	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	537	8,144.92
02/09/2024	PNC	141142*	JONES, MELANEY	WATER COMMODITY	642.100	000	26.74
				WATER READY TO SERVE	642.200	000	9.24
				SEWER COMMODITY	642.300	000	50.94
				SEWER READY TO SERVE	642.400	000	6.16
				METER REPLACEMENT	642.500	000	0.61
				CHECK PNC 141142 TOTAL FOR FUND 592:			93.69
02/09/2024	PNC	141151	MAD DAD HANDYMAN LLC	WATER COMMODITY	642.100	000	27.00
				WATER READY TO SERVE	642.200	000	74.69
				SEWER COMMODITY	642.300	000	51.44

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				SEWER READY TO SERVE	642.400	000	49.76
				METER REPLACEMENT	642.500	000	4.93
				CHECK PNC 141151 TOTAL FOR FUND 592:			207.82
02/09/2024	PNC	141154	CITY OF MT. CLEMENS	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	37.00
02/09/2024	PNC	141157	ROCHO, HOLLIE	IRRIGATION CREDIT-S	642.300	000	43.85
02/09/2024	PNC	141159	SERHIY, DUKHNYTSKY	DEPOSIT	033.000	000	250.00
02/09/2024	PNC	141167*	ZYGAI, KAYLA	WATER COMMODITY	642.100	000	35.43
				WATER READY TO SERVE	642.200	000	48.98
				SEWER COMMODITY	642.300	000	67.46
				SEWER READY TO SERVE	642.400	000	32.64
				METER REPLACEMENT	642.500	000	3.23
				CHECK PNC 141167 TOTAL FOR FUND 592:			187.74
02/16/2024	PNC	141177	CAPITAL ONE PUBLIC FUNDING, LLC	INTEREST EXPENSE	993.000	537	887.18
02/16/2024	PNC	141179	CORE & MAIN LP	CAPITAL OUTLAY	972.000	536	12,987.20
				CAPITAL OUTLAY	972.000	536	6,493.60
				CHECK PNC 141179 TOTAL FOR FUND 592:			19,480.80
02/16/2024	PNC	141182*	DAVIS, PAMELA	WATER READY TO SERVE	642.200	000	1.12
				SEWER READY TO SERVE	642.400	000	0.75
				METER REPLACEMENT	642.500	000	0.07
				CHECK PNC 141182 TOTAL FOR FUND 592:			1.94
02/16/2024	PNC	141197	MACOMB COUNTY PUBLIC WORKS COMM	SEWAGE	923.000	537	248,236.00
				PRINCIPAL	991.000	537	123,880.76
				PRINCIPAL	991.000	537	1,417.24
				PRINCIPAL	991.000	537	16,632.72
				PRINCIPAL	991.000	537	55,503.75
				PRINCIPAL	991.000	537	5,064.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				PRINCIPAL	991.000	537	72,163.77
				PRINCIPAL	991.000	537	21,628.73
				PRINCIPAL	991.000	537	31,953.63
				PRINCIPAL	991.000	537	9,295.60
				INTEREST EXPENSE	993.000	537	51,710.71
				INTEREST EXPENSE	993.000	537	523.01
				INTEREST EXPENSE	993.000	537	13,655.95
				INTEREST EXPENSE	993.000	537	3,958.52
				INTEREST EXPENSE	993.000	537	(285.13)
				INTEREST EXPENSE	993.000	537	634.10
				INTEREST EXPENSE	993.000	537	47,030.37
				INTEREST EXPENSE	993.000	537	988.23
				INTEREST EXPENSE	993.000	537	487.75
				INTEREST EXPENSE	993.000	537	5,110.78
				INTEREST EXPENSE	993.000	537	9,514.15
				INTEREST EXPENSE	993.000	537	2,107.93
				INTEREST EXPENSE	993.000	537	673.90
				INTEREST EXPENSE	993.000	537	3,490.21
				INTEREST EXPENSE	993.000	537	4,096.45
				PAYING AGENT FEES	994.000	537	9.85
				PAYING AGENT FEES	994.000	537	0.26
				PAYING AGENT FEES	994.000	537	1.05
				PAYING AGENT FEES	994.000	537	8.57
				PAYING AGENT FEES	994.000	537	22.56
				PAYING AGENT FEES	994.000	537	10.52
				PAYING AGENT FEES	994.000	537	8.03
				PAYING AGENT FEES	994.000	537	15.73
				PAYING AGENT FEES	994.000	537	5.81
				CHECK PNC 141197 TOTAL FOR FUND 592:			729,555.51
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	1,883.51
02/16/2024	PNC	141211*#	VERIZON	COMMUNICATIONS (PHONE AND CELL)	850.000	536	193.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/16/2024	PNC	141213	WARREN PIPE & SUPPLY CO.	OPERATING SUPPLIES	742.000	536	11.71
02/23/2024	PNC	141219	CGS, INC.	PROFESSIONAL DEVELOPMENT	957.000	536	1,800.00
02/23/2024	PNC	141223*#	DTE ENERGY COMPANY	ELECTRIC	920.000	537	615.76
02/23/2024	PNC	141229	GREAT LAKES WATER AUTHORITY	SEWAGE (FIXED)	923.000	537	5,077.80
02/23/2024	PNC	141238*#	OFFICE DEPOT	OPERATING SUPPLIES	742.000	536	43.17
Total for fund 592 WATER AND SEWER FUND							909,452.00

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Fund: 661 MOTOR POOL FUND							
02/02/2024	PNC	141114	LESLIE TIRE SERVICE, INC.	EQUIPMENT REPAIRS	930.000	596	584.00
02/09/2024	PNC	141136*#	GREAT LAKES SECURITY HARDWARE	REPAIRS AND MAINTENANCE	930.000	596	10.07
02/09/2024	PNC	141141	JEFFERSON AUTO SERVICE	REPAIRS AND MAINTENANCE	930.000	596	890.42
02/09/2024	PNC	141144	LESLIE TIRE SERVICE, INC.	VEHICLE REPAIRS AND MAINTENANCE	930.000	596	584.00
02/09/2024	PNC	141145	LITHIA MOTORS SUPPORT SERVICES	VEHICLE REPAIRS AND MAINTENANCE	930.000	596	3.88
				EQUIPMENT REPAIRS	930.000	596	267.09
				EQUIPMENT REPAIRS	930.000	596	119.95
				EQUIPMENT REPAIRS	930.000	596	217.45
				CHECK PNC 141145 TOTAL FOR FUND 661:			608.37
02/09/2024	PNC	141162	SPENCER OIL COMPANY	DIESEL FUEL	758.000	596	1,723.87
				DIESEL FUEL	758.000	596	2,731.62
				GASOLINE	759.000	596	1,611.02
				GASOLINE	759.000	596	5,637.37
				CHECK PNC 141162 TOTAL FOR FUND 661:			11,703.88
02/09/2024	PNC	141164*#	VERSALIFT MIDWEST LLC	REPAIRS AND MAINTENANCE	930.000	596	659.00
				REPAIRS AND MAINTENANCE	930.000	596	2,000.00
				REPAIRS AND MAINTENANCE	930.000	596	447.00
				CAPITAL OUTLAY (VEHICLES)	981.000	596	17,417.00
				CHECK PNC 141164 TOTAL FOR FUND 661:			20,523.00
02/09/2024	PNC	141166	WOLVERINE FREIGHTLINER EASTSIDE	REPAIRS AND MAINTENANCE	930.000	596	400.40
02/16/2024	PNC	141169	INTERSTATE BILLING SERVICES INC.	VEHICLE REPAIRS AND MAINTENANCE	930.000	596	1,358.94
02/16/2024	PNC	141186	FISHER AUTO PARTS, INC	VEHICLE REPAIRS AND MAINTENANCE	930.000	596	48.16
02/16/2024	PNC	141191	JEFFERSON AUTO SERVICE	REPAIRS AND MAINTENANCE	930.000	596	78.35
02/16/2024	PNC	141201*	MICHIGAN MUNICIPAL WORKER'S COMP	PREPAID EXPENSES	123.000	000	202.84

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL FUND							
02/16/2024	PNC	141209	TRACTION-GENUINE PARTS CO	EQUIPMENT REPAIRS	930.000	596	75.90
02/16/2024	PNC	141212*#	VERSALIFT MIDWEST LLC	REPAIRS AND MAINTENANCE	930.000	596	659.00
				CAPITAL OUTLAY (VEHICLES)	981.000	596	17,417.00
				CHECK PNC 141212 TOTAL FOR FUND 661:			18,076.00
02/23/2024	PNC	141225	ELEVEN MILE TRUCK FRAME & AXLE	REPAIRS AND MAINTENANCE	930.000	596	1,062.50
02/23/2024	PNC	141227	FRASER AUTO BODY, INC	EQUIPMENT REPAIRS	930.000	596	403.50
02/23/2024	PNC	141233	LESLIE TIRE SERVICE, INC.	EQUIPMENT REPAIRS	930.000	596	95.00
02/23/2024	PNC	141243	VERSALIFT MIDWEST LLC	REPAIRS AND MAINTENANCE	930.000	596	1,067.00
				Total for fund 661 MOTOR POOL FUND			57,772.33

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 CURRENT TAX COLLECTION FUND							
02/02/2024	PNC	141113	LERETA	ART - IFT	274.000	000	164.60
				ART - IFT	274.000	000	219.64
				CHECK PNC 141113 TOTAL FOR FUND 703:			384.24
02/09/2024	PNC	141153	MIA, MD RUKESH	ART - IFT	274.000	000	132.28
02/09/2024	PNC	141155	PATAKA, CYNTHIA	ART - IFT	274.000	000	89.08
02/09/2024	PNC	141158	SCHEICH. KYLE R	ART - IFT	274.000	000	133.18
				Total for fund 703 CURRENT TAX COLLECTION FUND			738.78
			TOTAL - ALL FUNDS				1,339,244.81

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

DB: Fraser

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

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PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023-24 AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
101-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	9,233,358.00	9,233,358.00	8,834,089.65	58,805.41	399,268.35	95.68
101-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	486,470.00	486,470.00	461,359.40	2,270.09	25,110.60	94.84
101-000-411.000	TAXES - DELINQUENT REAL PROPERTY TAXES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	10,000.00	10,000.00	4,024.42	0.00	5,975.58	40.24
101-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(500.00)	8,206.00	(9,849.96)	(0.95)	18,055.96	(120.03)
101-000-427.000	TAXES - COMMUNITYWIDE SPECIAL ASSESSMENT	1,042,157.00	1,042,157.00	909,284.92	84,596.10	132,872.08	87.25
101-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
101-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	130,000.00	130,000.00	54,013.50	0.00	75,986.50	41.55
101-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	10,000.00	10,000.00	13,107.60	1,820.18	(3,107.60)	131.08
101-000-447.000	TAXES - PROPERTY TAX ADMINISTRATION FEE	260,000.00	260,000.00	282,195.81	3,566.56	(22,195.81)	108.54
101-000-477.100	CABLE TV FRANCHISE FEES - WOW	55,000.00	55,000.00	50,891.62	0.00	4,108.38	92.53
101-000-477.200	CABLE TV FRANCHISE FEES - COMCAST	150,000.00	150,000.00	73,726.18	36,708.47	76,273.82	49.15
101-000-477.300	CABLE TV FRANCHISE FEES - DTV	20,000.00	20,000.00	7,912.32	0.00	12,087.68	39.56
101-000-478.000	CELL TOWER LICENSES AND PERMITS	72,000.00	72,000.00	65,727.85	6,149.62	6,272.15	91.29
101-000-502.000	FEDERAL GRANTS - GENERAL GOVERNMENT	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
101-000-522.000	FEDERAL GRANTS - CDBG	225,000.00	225,000.00	0.00	0.00	225,000.00	0.00
101-000-543.000	STATE GRANTS	10,750.00	50,000.00	52,667.68	651.01	(2,667.68)	105.34
101-000-547.000	STATE GRANTS - COURT EQUITY	29,755.00	29,755.00	13,762.20	0.00	15,992.80	46.25
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	800,000.00	800,000.00	940,140.38	0.00	(140,140.38)	117.52
101-000-574.000	STATE REVENUE SHARING	1,816,004.00	1,816,004.00	796,847.00	0.00	1,019,157.00	43.88
101-000-621.000	PROBATION OVERSIGHT FEE	10,000.00	10,000.00	4,775.05	0.00	5,224.95	47.75
101-000-627.000	BUILDING INSPECTION FEES	225,000.00	225,000.00	141,861.83	21,721.95	83,138.17	63.05
101-000-628.000	PLANNING COMMISSION FEES	5,000.00	5,000.00	4,950.00	1,200.00	50.00	99.00
101-000-629.000	ZONING BOARD OF APPEALS FEES	2,500.00	2,500.00	2,794.75	800.00	(294.75)	111.79
101-000-645.000	CHARGES FOR CITY SERVICES	225,000.00	225,000.00	195,754.64	20,129.78	29,245.36	87.00
101-000-656.000	DISTRICT COURT FEES	338,000.00	338,000.00	219,669.98	0.00	118,330.02	64.99
101-000-657.000	ORDINANCE FINES AND COSTS	5,000.00	5,000.00	3,108.00	0.00	1,892.00	62.16
101-000-665.000	INTEREST INCOME	6,000.00	500,000.00	359,201.76	454.76	140,798.24	71.84
101-000-673.000	GAIN/LOSS ON SALE OF ASSETS	15,000.00	15,000.00	13,749.32	8,212.60	1,250.68	91.66
101-000-675.000	OTHER REVENUE	40,000.00	100,000.00	95,812.59	0.00	4,187.41	95.81
101-000-676.000	REIMBURSEMENTS	0.00	0.00	12,983.57	0.00	(12,983.57)	100.00
101-000-677.000	ADMINISTRATIVE SERVICES	553,065.00	553,065.00	0.00	0.00	553,065.00	0.00
101-000-681.000	RETIREE HEALTH INSURANCE CONTRIBUTION	55,000.00	55,000.00	32,617.38	3,961.96	22,382.62	59.30
101-000-685.000	OPIOID SETTLEMENT REVENUE	5,000.00	12,000.00	11,575.18	0.00	424.82	96.46
101-000-687.000	REFUNDS OR REBATES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-000-689.000	CASH OVER OR SHORT	100.00	100.00	(242.63)	0.00	342.63	(242.63)
101-000-699.000	INTERFUND TRANSFERS IN	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
Total Revenue:		16,250,859.00	16,859,815.00	13,648,511.99	251,047.54	3,211,303.01	80.95
Total Dept 000 - BALANCE SHEET		16,250,859.00	16,859,815.00	13,648,511.99	251,047.54	3,211,303.01	80.95
Dept 265 - BUILDINGS AND GROUNDS							
Account Type: Revenue							
101-265-676.000	REIMBURSEMENTS	0.00	0.00	81,567.22	0.00	(81,567.22)	100.00
Total Revenue:		0.00	0.00	81,567.22	0.00	(81,567.22)	100.00
Total Dept 265 - BUILDINGS AND GROUNDS		0.00	0.00	81,567.22	0.00	(81,567.22)	100.00

Dept 286 - DISTRICT COURT

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Revenues							
Account Type: Revenue							
101-286-676.000	REIMBURSEMENTS	0.00	0.00	10,750.00	0.00	(10,750.00)	100.00
Total Revenue:		0.00	0.00	10,750.00	0.00	(10,750.00)	100.00
Total Dept 286 - DISTRICT COURT		0.00	0.00	10,750.00	0.00	(10,750.00)	100.00
TOTAL REVENUES		16,250,859.00	16,859,815.00	13,740,829.21	251,047.54	3,118,985.79	81.50
Expenditures							
Dept 101 - CITY COUNCIL							
Account Type: Expenditure							
101-101-702.000	ELECTED/APPOINTED OFFICIALS PAY	35,000.00	35,000.00	24,100.14	3,459.30	10,899.86	68.86
101-101-713.000	FICA	2,170.00	2,170.00	1,494.17	214.51	675.83	68.86
101-101-714.000	MEDICARE	508.00	508.00	349.43	50.15	158.57	68.79
101-101-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	130.00	130.00	0.00	0.00	130.00	0.00
101-101-742.000	OPERATING SUPPLIES	500.00	500.00	196.00	156.00	304.00	39.20
101-101-900.000	PRINTING AND PUBLISHING	5,000.00	5,000.00	326.85	0.00	4,673.15	6.54
101-101-955.000	CONFERENCES	1,000.00	1,000.00	475.00	0.00	525.00	47.50
101-101-956.000	MEMBERSHIPS	8,000.00	8,000.00	6,428.00	0.00	1,572.00	80.35
Total Expenditure:		52,308.00	52,308.00	33,369.59	3,879.96	18,938.41	63.79
Total Dept 101 - CITY COUNCIL		52,308.00	52,308.00	33,369.59	3,879.96	18,938.41	63.79
Dept 172 - CITY MANAGER							
Account Type: Expenditure							
101-172-703.000	SALARIES	169,580.00	169,580.00	104,368.41	12,211.55	65,211.59	61.55
101-172-704.000	WAGES - FULL TIME EMPLOYEES	45,700.00	45,700.00	15,677.68	1,302.52	30,022.32	34.31
101-172-710.000	VACATION	15,593.00	15,593.00	12,624.57	2,634.61	2,968.43	80.96
101-172-711.000	HOLIDAY	11,171.00	11,171.00	8,357.04	0.00	2,813.96	74.81
101-172-712.000	OVERTIME	0.00	0.00	508.88	60.38	(508.88)	100.00
101-172-713.000	FICA	15,676.00	15,676.00	9,120.71	1,012.39	6,555.29	58.18
101-172-714.000	MEDICARE	3,666.00	3,666.00	2,133.06	236.76	1,532.94	58.18
101-172-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,138.00	1,138.00	0.00	0.00	1,138.00	0.00
101-172-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	10,800.00	10,800.00	3,600.00	450.00	7,200.00	33.33
101-172-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	6,304.00	6,304.00	14,808.53	1,623.88	(8,504.53)	234.91
101-172-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	21,824.00	21,824.00	12,652.54	1,489.44	9,171.46	57.98
101-172-742.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,091.74	65.90	908.26	54.59
101-172-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	5,000.00	5,000.00	6,375.91	526.65	(1,375.91)	127.52
101-172-843.000	MEDICAL PROVIDER SERVICES	5,000.00	5,000.00	440.00	0.00	4,560.00	8.80
101-172-851.000	MAIL OR POSTAGE	250.00	250.00	34.62	0.00	215.38	13.85
101-172-860.000	TRANSPORTATION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-172-956.000	MEMBERSHIPS	425.00	425.00	50.00	0.00	375.00	11.76
101-172-957.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	500.00	0.00
Total Expenditure:		315,627.00	315,627.00	191,843.69	21,614.08	123,783.31	60.78
Total Dept 172 - CITY MANAGER		315,627.00	315,627.00	191,843.69	21,614.08	123,783.31	60.78
Dept 212 - FINANCE							
Account Type: Expenditure							

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023-24 AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-212-703.000	SALARIES	82,386.00	82,386.00	43,182.72	6,901.45	39,203.28	52.42
101-212-704.000	WAGES - FULL TIME EMPLOYEES	115,122.00	115,122.00	50,643.75	7,596.24	64,478.25	43.99
101-212-710.000	VACATION	16,817.00	16,817.00	5,724.43	21.63	11,092.57	34.04
101-212-711.000	HOLIDAY	11,392.00	11,392.00	5,077.75	0.00	6,314.25	44.57
101-212-712.000	OVERTIME	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-212-713.000	FICA	14,515.00	14,515.00	6,438.59	928.13	8,076.41	44.36
101-212-714.000	MEDICARE	3,395.00	3,395.00	1,505.80	217.06	1,889.20	44.35
101-212-715.000	UNEMPLOYEMENT COMPENSATION	1,054.00	1,054.00	1,577.85	0.00	(523.85)	149.70
101-212-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	500.00	500.00	0.00	0.00	500.00	0.00
101-212-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	5,400.00	5,400.00	4,011.29	800.00	1,388.71	74.28
101-212-718.000	LONGEVITY PAY	3,000.00	3,000.00	500.00	0.00	2,500.00	16.67
101-212-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	56,736.00	56,736.00	17,476.66	2,293.77	39,259.34	30.80
101-212-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,750.00	3,750.00	1,153.92	192.32	2,596.08	30.77
101-212-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	7,200.00	7,200.00	3,738.42	553.84	3,461.58	51.92
101-212-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	341.28	93.98	(341.28)	100.00
101-212-742.000	OPERATING SUPPLIES	10,000.00	10,000.00	6,305.58	189.20	3,694.42	63.06
101-212-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	100,000.00	350,000.00	345,970.59	1,476.71	4,029.41	98.85
101-212-850.000	COMMUNICATIONS (PHONE AND CELL)	300.00	300.00	0.00	0.00	300.00	0.00
101-212-851.000	MAIL OR POSTAGE	8,500.00	8,500.00	4,285.89	0.00	4,214.11	50.42
101-212-955.000	CONFERENCES	500.00	500.00	350.00	0.00	150.00	70.00
101-212-956.000	MEMBERSHIPS	500.00	500.00	229.00	0.00	271.00	45.80
101-212-957.000	PROFESSIONAL DEVELOPMENT	3,000.00	3,000.00	807.62	0.00	2,192.38	26.92
101-212-965.000	BANK SERVICE CHARGES	30,000.00	30,000.00	36,200.62	0.00	(6,200.62)	120.67
Total Expenditure:		475,567.00	725,567.00	535,521.76	21,264.33	190,045.24	73.81
Total Dept 212 - FINANCE		475,567.00	725,567.00	535,521.76	21,264.33	190,045.24	73.81
Dept 215 - CLERK							
Account Type: Expenditure							
101-215-703.000	SALARIES	78,548.00	78,548.00	59,279.91	7,318.51	19,268.09	75.47
101-215-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	38,000.00	38,000.00	30,315.55	1,755.00	7,684.45	79.78
101-215-710.000	VACATION	1,616.00	1,616.00	3,232.70	1,616.35	(1,616.70)	200.04
101-215-711.000	HOLIDAY	3,879.00	3,879.00	2,747.77	0.00	1,131.23	70.84
101-215-712.000	OVERTIME	0.00	0.00	4,480.32	1,216.13	(4,480.32)	100.00
101-215-713.000	FICA	7,567.00	7,567.00	4,544.49	710.77	3,022.51	60.06
101-215-714.000	MEDICARE	1,770.00	1,770.00	1,062.83	166.23	707.17	60.05
101-215-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	549.00	549.00	(416.00)	0.00	965.00	(75.77)
101-215-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	15,353.00	15,353.00	6,769.22	1,590.92	8,583.78	44.09
101-215-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	0.00	35.52	0.00	(35.52)	100.00
101-215-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	6,723.00	6,723.00	4,393.38	517.24	2,329.62	65.35
101-215-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	16.76	0.00	(16.76)	100.00
101-215-742.000	OPERATING SUPPLIES	10,000.00	20,000.00	10,336.78	509.68	9,663.22	51.68
101-215-791.000	SUBSCRIPTIONS AND PUBLICATIONS	6,600.00	6,600.00	9,669.00	0.00	(3,069.00)	146.50
101-215-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	9,500.00	9,500.00	518.35	0.00	8,981.65	5.46
101-215-851.000	MAIL OR POSTAGE	5,100.00	15,000.00	11,219.96	0.00	3,780.04	74.80
101-215-955.000	CONFERENCES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-215-956.000	MEMBERSHIPS	300.00	300.00	260.00	0.00	40.00	86.67
101-215-957.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-215-972.000	CAPITAL OUTLAY	1,500.00	1,500.00	1,385.00	0.00	115.00	92.33
Total Expenditure:		190,505.00	210,405.00	149,851.54	15,400.83	60,553.46	71.22

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 215 - CLERK		190,505.00	210,405.00	149,851.54	15,400.83	60,553.46	71.22
Dept 228 - INFORMATION TECHNOLOGY							
Account Type: Expenditure							
101-228-705.000	WAGES - PART TIME EMPLOYEES	36,400.00	36,400.00	9,823.75	2,270.00	26,576.25	26.99
101-228-713.000	FICA	2,257.00	2,257.00	609.07	140.74	1,647.93	26.99
101-228-714.000	MEDICARE	528.00	528.00	142.45	32.92	385.55	26.98
101-228-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	164.00	164.00	0.00	0.00	164.00	0.00
101-228-742.000	OPERATING SUPPLIES	500.00	500.00	15.00	0.00	485.00	3.00
101-228-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	150,000.00	150,000.00	62,449.46	7,732.00	87,550.54	41.63
101-228-850.000	COMMUNICATIONS (PHONE AND CELL)	20,000.00	20,000.00	7,218.67	867.64	12,781.33	36.09
101-228-852.000	MISC COMMUNICATIONS (INTERNET)	45,000.00	45,000.00	24,390.66	2,178.88	20,609.34	54.20
101-228-941.000	LEASED ASSETS	30,000.00	30,000.00	2,611.71	870.57	27,388.29	8.71
101-228-960.000	MISCELLANEOUS	40,000.00	40,000.00	554.93	0.00	39,445.07	1.39
Total Expenditure:		324,849.00	324,849.00	107,815.70	14,092.75	217,033.30	33.19
Total Dept 228 - INFORMATION TECHNOLOGY		324,849.00	324,849.00	107,815.70	14,092.75	217,033.30	33.19
Dept 257 - ASSESSING							
Account Type: Expenditure							
101-257-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,400.00	1,400.00	225.00	0.00	1,175.00	16.07
101-257-713.000	FICA	87.00	87.00	8.37	0.00	78.63	9.62
101-257-714.000	MEDICARE	21.00	21.00	1.95	0.00	19.05	9.29
101-257-742.000	OPERATING SUPPLIES	3,000.00	3,000.00	767.24	0.00	2,232.76	25.57
101-257-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	128,000.00	128,000.00	92,909.32	10,100.50	35,090.68	72.59
101-257-851.000	MAIL OR POSTAGE	2,800.00	2,800.00	2,864.65	0.00	(64.65)	102.31
101-257-900.000	PRINTING AND PUBLISHING	2,500.00	2,500.00	869.37	190.00	1,630.63	34.77
101-257-957.000	PROFESSIONAL DEVELOPMENT	150.00	150.00	40.00	40.00	110.00	26.67
Total Expenditure:		137,958.00	137,958.00	97,685.90	10,330.50	40,272.10	70.81
Total Dept 257 - ASSESSING		137,958.00	137,958.00	97,685.90	10,330.50	40,272.10	70.81
Dept 265 - BUILDINGS AND GROUNDS							
Account Type: Expenditure							
101-265-703.000	SALARIES	16,902.00	16,902.00	0.00	0.00	16,902.00	0.00
101-265-704.000	WAGES - FULL TIME EMPLOYEES	64,337.00	64,337.00	317.36	317.36	64,019.64	0.49
101-265-705.000	WAGES - PART TIME EMPLOYEES	25,038.00	25,038.00	30,241.97	5,182.00	(5,203.97)	120.78
101-265-713.000	FICA	6,589.00	6,589.00	1,930.64	340.96	4,658.36	29.30
101-265-714.000	MEDICARE	1,541.00	1,541.00	451.52	79.74	1,089.48	29.30
101-265-742.000	OPERATING SUPPLIES	30,000.00	30,000.00	20,820.91	943.00	9,179.09	69.40
101-265-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	160,000.00	160,000.00	3,912.33	60.00	156,087.67	2.45
101-265-850.000	COMMUNICATIONS (PHONE AND CELL)	8,000.00	8,000.00	6,117.36	0.00	1,882.64	76.47
101-265-920.000	ELECTRIC	80,000.00	80,000.00	51,515.87	6,447.02	28,484.13	64.39
101-265-921.000	NATURAL GAS	37,000.00	37,000.00	23,996.67	7,844.67	13,003.33	64.86
101-265-922.000	WATER	16,000.00	16,000.00	9,542.08	0.00	6,457.92	59.64
101-265-930.000	REPAIRS AND MAINTENANCE	165,000.00	165,000.00	167,920.37	9,339.09	(2,920.37)	101.77
101-265-972.000	CAPITAL OUTLAY	830,000.00	830,000.00	73,779.06	0.00	756,220.94	8.89
Total Expenditure:		1,440,407.00	1,440,407.00	390,546.14	30,553.84	1,049,860.86	27.11

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

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GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 265 - BUILDINGS AND GROUNDS		1,440,407.00	1,440,407.00	390,546.14	30,553.84	1,049,860.86	27.11
Dept 266 - LEGAL							
Account Type: Expenditure							
101-266-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	140,000.00	220,000.00	137,399.56	0.00	82,600.44	62.45
Total Expenditure:		140,000.00	220,000.00	137,399.56	0.00	82,600.44	62.45
Total Dept 266 - LEGAL		140,000.00	220,000.00	137,399.56	0.00	82,600.44	62.45
Dept 286 - DISTRICT COURT							
Account Type: Expenditure							
101-286-703.000	SALARIES	27,435.00	27,435.00	17,146.56	2,286.21	10,288.44	62.50
101-286-704.000	WAGES - FULL TIME EMPLOYEES	147,184.00	147,184.00	91,438.47	12,472.90	55,745.53	62.13
101-286-705.000	WAGES - PART TIME EMPLOYEES	17,732.00	17,732.00	4,026.12	0.00	13,705.88	22.71
101-286-710.000	VACATION	9,354.00	9,354.00	8,532.30	306.65	821.70	91.22
101-286-711.000	HOLIDAY	8,239.00	8,239.00	5,955.50	49.37	2,283.50	72.28
101-286-712.000	OVERTIME	0.00	0.00	6,687.32	1,115.47	(6,687.32)	100.00
101-286-713.000	FICA	11,533.00	11,533.00	7,996.94	917.89	3,536.06	69.34
101-286-714.000	MEDICARE	2,697.00	2,697.00	1,871.86	214.67	825.14	69.41
101-286-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	837.00	837.00	0.00	0.00	837.00	0.00
101-286-718.000	LONGEVITY PAY	3,075.00	3,075.00	1,890.00	0.00	1,185.00	61.46
101-286-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	48,431.00	48,431.00	44,041.35	5,372.05	4,389.65	90.94
101-286-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,250.00	1,250.00	817.36	96.16	432.64	65.39
101-286-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	7,825.00	7,825.00	2,355.76	272.49	5,469.24	30.11
101-286-742.000	OPERATING SUPPLIES	10,000.00	10,000.00	7,793.88	656.86	2,206.12	77.94
101-286-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	71,800.00	71,800.00	48,004.37	2,891.67	23,795.63	66.86
101-286-851.000	MAIL OR POSTAGE	4,500.00	4,500.00	4,258.64	699.20	241.36	94.64
101-286-860.000	TRANSPORTATION	1,000.00	1,000.00	631.52	215.96	368.48	63.15
101-286-940.000	RENTALS	300,000.00	300,000.00	224,366.25	0.00	75,633.75	74.79
101-286-957.000	PROFESSIONAL DEVELOPMENT	3,500.00	3,500.00	2,303.61	553.61	1,196.39	65.82
Total Expenditure:		676,392.00	676,392.00	480,117.81	28,121.16	196,274.19	70.98
Total Dept 286 - DISTRICT COURT		676,392.00	676,392.00	480,117.81	28,121.16	196,274.19	70.98
Dept 301 - PUBLIC SAFETY							
Account Type: Expenditure							
101-301-703.000	SALARIES	101,803.00	101,803.00	61,396.06	8,538.26	40,406.94	60.31
101-301-704.000	WAGES - FULL TIME EMPLOYEES	2,396,022.00	2,396,022.00	1,361,978.38	185,942.85	1,034,043.62	56.84
101-301-705.000	WAGES - PART TIME EMPLOYEES	89,086.00	89,086.00	36,945.70	4,671.80	52,140.30	41.47
101-301-710.000	VACATION	316,869.00	316,869.00	121,021.83	7,784.74	195,847.17	38.19
101-301-711.000	HOLIDAY	120,268.00	120,268.00	47,850.82	1,965.83	72,417.18	39.79
101-301-712.000	OVERTIME	350,000.00	350,000.00	260,588.05	21,559.96	89,411.95	74.45
101-301-713.000	FICA	187,705.00	187,705.00	120,568.87	14,397.68	67,136.13	64.23
101-301-714.000	MEDICARE	43,900.00	43,900.00	28,197.58	3,367.22	15,702.42	64.23
101-301-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	13,025.00	13,025.00	(9,257.00)	0.00	22,282.00	(71.07)
101-301-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	44,400.00	44,400.00	29,200.00	3,650.00	15,200.00	65.77
101-301-718.000	LONGEVITY PAY	30,360.00	30,360.00	16,184.10	0.00	14,175.90	53.31
101-301-720.000	EDUCATION ALLOWANCE	20,532.00	20,532.00	13,552.98	1,579.40	6,979.02	66.01
101-301-721.000	CLOTHING ALLOWANCE	37,800.00	37,800.00	1,687.50	562.50	36,112.50	4.46
101-301-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	292,594.00	292,594.00	263,173.97	30,467.94	29,420.03	89.95

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		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-301-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	37,500.00	37,500.00	13,364.17	1,827.04	24,135.83	35.64
101-301-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	8,615.00	85,000.00	88,220.85	14,177.74	(3,220.85)	103.79
101-301-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	275,000.00	275,000.00	66,969.31	8,255.42	208,030.69	24.35
101-301-725.500	MERS DIVISION 20 POLC	1,154,388.00	1,154,388.00	658,602.00	0.00	495,786.00	57.05
101-301-725.600	MERS DIVISION 21 POAM - VOLUNTARY	682,872.00	682,872.00	366,744.00	0.00	316,128.00	53.71
101-301-742.000	OPERATING SUPPLIES	95,000.00	95,000.00	34,136.99	3,456.28	60,863.01	35.93
101-301-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	60,000.00	60,000.00	24,267.14	326.50	35,732.86	40.45
101-301-843.000	MEDICAL PROVIDER SERVICES	8,000.00	8,000.00	6,641.00	1,806.00	1,359.00	83.01
101-301-850.000	COMMUNICATIONS (PHONE AND CELL)	12,000.00	12,000.00	3,693.95	329.39	8,306.05	30.78
101-301-851.000	MAIL OR POSTAGE	1,500.00	1,500.00	354.75	0.00	1,145.25	23.65
101-301-886.000	PROGRAMMING - OWI ENFORCEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-301-930.000	REPAIRS AND MAINTENANCE	280,000.00	280,000.00	3,075.11	0.00	276,924.89	1.10
101-301-956.000	MEMBERSHIPS	1,500.00	1,500.00	1,223.00	75.00	277.00	81.53
101-301-957.000	PROFESSIONAL DEVELOPMENT	40,000.00	40,000.00	15,789.30	600.00	24,210.70	39.47
101-301-957.100	PROFESSIONAL DEVELOPMENT - 302 FUNDS	4,000.00	11,000.00	5,318.88	0.00	5,681.12	48.35
101-301-972.000	CAPITAL OUTLAY	152,000.00	175,000.00	192,984.26	22,512.26	(17,984.26)	110.28
Total Expenditure:		6,858,739.00	6,965,124.00	3,834,473.55	337,853.81	3,130,650.45	55.05
Total Dept 301 - PUBLIC SAFETY		6,858,739.00	6,965,124.00	3,834,473.55	337,853.81	3,130,650.45	55.05
Dept 325 - COMMUNICATIONS/DISPATCH							
Account Type: Expenditure							
101-325-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	341,076.00	341,076.00	170,538.00	0.00	170,538.00	50.00
Total Expenditure:		341,076.00	341,076.00	170,538.00	0.00	170,538.00	50.00
Total Dept 325 - COMMUNICATIONS/DISPATCH		341,076.00	341,076.00	170,538.00	0.00	170,538.00	50.00
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
Account Type: Expenditure							
101-441-703.000	SALARIES	16,902.00	16,902.00	108,281.83	13,344.24	(91,379.83)	640.65
101-441-704.000	WAGES - FULL TIME EMPLOYEES	64,337.00	64,337.00	201,729.78	26,351.20	(137,392.78)	313.55
101-441-705.000	WAGES - PART TIME EMPLOYEES	27,067.00	27,067.00	15,294.99	1,960.00	11,772.01	56.51
101-441-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	0.00	0.00	2,413.00	0.00	(2,413.00)	100.00
101-441-710.000	VACATION	44,506.00	44,506.00	24,839.29	4,570.51	19,666.71	55.81
101-441-711.000	HOLIDAY	9,332.00	9,332.00	18,565.21	0.00	(9,233.21)	198.94
101-441-712.000	OVERTIME	10,000.00	10,000.00	6,775.15	280.95	3,224.85	67.75
101-441-713.000	FICA	10,673.00	10,673.00	24,951.47	2,870.26	(14,278.47)	233.78
101-441-714.000	MEDICARE	2,651.00	2,651.00	5,835.47	671.29	(3,184.47)	220.12
101-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	775.00	775.00	0.00	0.00	775.00	0.00
101-441-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	9,600.00	9,600.00	7,600.00	350.00	2,000.00	79.17
101-441-718.000	LONGEVITY PAY	2,200.00	2,200.00	3,300.00	0.00	(1,100.00)	150.00
101-441-721.000	CLOTHING ALLOWANCE	8,400.00	8,400.00	8,400.00	0.00	0.00	100.00
101-441-722.000	UNIFORMS	500.00	500.00	463.00	0.00	37.00	92.60
101-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	41,522.00	41,522.00	46,441.53	5,645.68	(4,919.53)	111.85
101-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,250.00	3,250.00	3,709.54	418.20	(459.54)	114.14
101-441-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	14,631.00	14,631.00	9,905.66	1,186.14	4,725.34	67.70
101-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	6,026.00	6,026.00	7,307.99	893.85	(1,281.99)	121.27
101-441-725.700	MERS DIVISION 23 DPW	300,000.00	300,000.00	142,765.00	0.00	157,235.00	47.59
101-441-742.000	OPERATING SUPPLIES	10,000.00	10,000.00	7,013.94	250.55	2,986.06	70.14
101-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	295,000.00	295,000.00	130,487.33	3,000.00	164,512.67	44.23
101-441-801.200	PROFESSIONAL SERVICES - ENGINEERING	0.00	0.00	3,345.48	0.00	(3,345.48)	100.00

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		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-441-843.000	MEDICAL PROVIDER SERVICES	500.00	500.00	1,271.00	0.00	(771.00)	254.20
101-441-850.000	COMMUNICATIONS (PHONE AND CELL)	7,500.00	7,500.00	3,745.98	0.00	3,754.02	49.95
101-441-851.000	MAIL OR POSTAGE	500.00	500.00	10.08	0.00	489.92	2.02
101-441-930.000	REPAIRS AND MAINTENANCE	51,000.00	51,000.00	719.58	0.00	50,280.42	1.41
101-441-930.100	REPAIRS - STORM DRAINS MAINTENANCE	95,000.00	95,000.00	4,130.00	0.00	90,870.00	4.35
101-441-955.000	CONFERENCES	7,000.00	7,000.00	2,321.75	0.00	4,678.25	33.17
101-441-956.000	MEMBERSHIPS	500.00	500.00	480.00	0.00	20.00	96.00
101-441-957.000	PROFESSIONAL DEVELOPMENT	10,000.00	10,000.00	1,976.00	0.00	8,024.00	19.76
101-441-972.000	CAPITAL OUTLAY	1,400,000.00	1,400,000.00	41,233.87	0.00	1,358,766.13	2.95
Total Expenditure:		2,449,372.00	2,449,372.00	835,313.92	61,792.87	1,614,058.08	34.10
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		2,449,372.00	2,449,372.00	835,313.92	61,792.87	1,614,058.08	34.10
Dept 448 - STREET LIGHTING							
Account Type: Expenditure							
101-448-920.000	ELECTRIC	2,000.00	2,000.00	1,247.57	179.41	752.43	62.38
101-448-920.500	ELECTRIC (STREET LIGHTING)	230,000.00	230,000.00	158,031.24	0.00	71,968.76	68.71
Total Expenditure:		232,000.00	232,000.00	159,278.81	179.41	72,721.19	68.65
Total Dept 448 - STREET LIGHTING		232,000.00	232,000.00	159,278.81	179.41	72,721.19	68.65
Dept 672 - SENIOR ACTIVITY CENTER							
Account Type: Expenditure							
101-672-704.000	WAGES - FULL TIME EMPLOYEES	23,800.00	23,800.00	0.00	0.00	23,800.00	0.00
101-672-705.000	WAGES - PART TIME EMPLOYEES	45,985.00	45,985.00	19,110.81	2,452.95	26,874.19	41.56
101-672-710.000	VACATION	1,000.00	1,000.00	475.60	82.00	524.40	47.56
101-672-711.000	HOLIDAY	1,200.00	1,200.00	532.98	0.00	667.02	44.42
101-672-713.000	FICA	4,463.00	4,463.00	1,282.23	157.17	3,180.77	28.73
101-672-714.000	MEDICARE	1,043.00	1,043.00	299.87	36.76	743.13	28.75
101-672-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	324.00	324.00	0.00	0.00	324.00	0.00
101-672-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-672-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	2,530.00	2,530.00	0.00	0.00	2,530.00	0.00
101-672-742.000	OPERATING SUPPLIES	5,000.00	5,000.00	2,606.48	136.69	2,393.52	52.13
101-672-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	15,000.00	15,000.00	11,968.70	1,051.50	3,031.30	79.79
101-672-850.000	COMMUNICATIONS (PHONE AND CELL)	500.00	500.00	0.00	0.00	500.00	0.00
101-672-851.000	MAIL OR POSTAGE	200.00	200.00	0.00	0.00	200.00	0.00
101-672-881.000	PROGRAMMING	10,000.00	10,000.00	1,108.97	0.00	8,891.03	11.09
101-672-930.000	REPAIRS AND MAINTENANCE	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00
Total Expenditure:		118,345.00	118,345.00	37,385.64	3,917.07	80,959.36	31.59
Total Dept 672 - SENIOR ACTIVITY CENTER		118,345.00	118,345.00	37,385.64	3,917.07	80,959.36	31.59
Dept 701 - PLANNING							
Account Type: Expenditure							
101-701-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,700.00	1,700.00	980.00	120.00	720.00	57.65
101-701-703.000	SALARIES	0.00	0.00	20.00	0.00	(20.00)	100.00
101-701-713.000	FICA	105.00	105.00	62.00	7.44	43.00	59.05
101-701-714.000	MEDICARE	25.00	25.00	14.50	1.74	10.50	58.00
101-701-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	75,000.00	75,000.00	31,499.48	0.00	43,500.52	42.00

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GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-701-900.000	PRINTING AND PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Expenditure:		78,830.00	78,830.00	32,575.98	129.18	46,254.02	41.32
Total Dept 701 - PLANNING		78,830.00	78,830.00	32,575.98	129.18	46,254.02	41.32
Dept 702 - ZONING							
Account Type: Expenditure							
101-702-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,500.00	1,500.00	650.00	0.00	850.00	43.33
101-702-703.000	SALARIES	0.00	0.00	162.50	0.00	(162.50)	100.00
101-702-713.000	FICA	75.00	75.00	44.17	0.00	30.83	58.89
101-702-714.000	MEDICARE	15.00	15.00	10.30	0.00	4.70	68.67
101-702-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	0.00	6.81	0.00	(6.81)	100.00
101-702-900.000	PRINTING AND PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Expenditure:		3,590.00	3,590.00	873.78	0.00	2,716.22	24.34
Total Dept 702 - ZONING		3,590.00	3,590.00	873.78	0.00	2,716.22	24.34
Dept 703 - BUILDING DEPARTMENT							
Account Type: Expenditure							
101-703-704.000	WAGES - FULL TIME EMPLOYEES	85,617.00	85,617.00	34,061.85	5,585.17	51,555.15	39.78
101-703-705.000	WAGES - PART TIME EMPLOYEES	30,914.00	30,914.00	31,421.92	3,600.00	(507.92)	101.64
101-703-710.000	VACATION	9,119.00	9,119.00	3,365.64	400.00	5,753.36	36.91
101-703-711.000	HOLIDAY	5,154.00	5,154.00	3,099.33	0.00	2,054.67	60.13
101-703-713.000	FICA	8,463.00	8,463.00	4,215.83	574.68	4,247.17	49.81
101-703-714.000	MEDICARE	1,979.00	1,979.00	985.97	134.39	993.03	49.82
101-703-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	614.00	614.00	0.00	0.00	614.00	0.00
101-703-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00
101-703-718.000	LONGEVITY PAY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-703-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	21,839.00	21,839.00	17,857.25	2,157.34	3,981.75	81.77
101-703-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,250.00	1,250.00	865.44	96.16	384.56	69.24
101-703-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	0.00	0.00	2,720.00	320.00	(2,720.00)	100.00
101-703-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	948.83	100.69	(948.83)	100.00
101-703-742.000	OPERATING SUPPLIES	3,000.00	3,000.00	859.31	0.00	2,140.69	28.64
101-703-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	130,000.00	130,000.00	64,227.22	0.00	65,772.78	49.41
101-703-850.000	COMMUNICATIONS (PHONE AND CELL)	1,000.00	1,000.00	1,090.56	0.00	(90.56)	109.06
101-703-851.000	MAIL OR POSTAGE	1,000.00	1,000.00	260.24	0.00	739.76	26.02
101-703-930.000	REPAIRS AND MAINTENANCE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-703-955.000	CONFERENCES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-703-956.000	MEMBERSHIPS	250.00	250.00	0.00	0.00	250.00	0.00
101-703-957.000	PROFESSIONAL DEVELOPMENT	750.00	750.00	0.00	0.00	750.00	0.00
Total Expenditure:		314,649.00	314,649.00	165,979.39	12,968.43	148,669.61	52.75
Total Dept 703 - BUILDING DEPARTMENT		314,649.00	314,649.00	165,979.39	12,968.43	148,669.61	52.75
Dept 751 - RECREATION							
Account Type: Expenditure							
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	1,250.00	360.00	60.00	890.00	28.80
101-751-704.000	WAGES - FULL TIME EMPLOYEES	23,800.00	23,800.00	24,737.48	4,000.00	(937.48)	103.94
101-751-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00

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		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023-24 AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-751-710.000	VACATION	1,000.00	1,000.00	2,150.00	0.00	(1,150.00)	215.00
101-751-711.000	HOLIDAY	1,200.00	1,200.00	1,100.00	0.00	100.00	91.67
101-751-713.000	FICA	1,612.00	1,612.00	1,806.52	245.52	(194.52)	112.07
101-751-714.000	MEDICARE	377.00	377.00	422.52	57.43	(45.52)	112.07
101-751-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	117.00	117.00	0.00	0.00	117.00	0.00
101-751-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	5,000.00	5,000.00	2,555.18	1,415.00	2,444.82	51.10
101-751-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	2,080.00	2,080.00	2,264.00	320.00	(184.00)	108.85
101-751-742.000	OPERATING SUPPLIES	2,000.00	2,000.00	607.35	0.00	1,392.65	30.37
101-751-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	25,000.00	25,000.00	3,024.00	0.00	21,976.00	12.10
101-751-851.000	MAIL OR POSTAGE	500.00	500.00	0.63	0.00	499.37	0.13
101-751-880.000	COMMUNITY PROMOTION	12,000.00	12,000.00	7,500.00	0.00	4,500.00	62.50
101-751-881.000	PROGRAMMING - RECREATION REVOLVING FUNDS	20,000.00	20,000.00	3,985.36	126.94	16,014.64	19.93
101-751-900.000	PRINTING AND PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-955.000	CONFERENCES	1,000.00	1,000.00	70.00	0.00	930.00	7.00
101-751-956.000	MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Expenditure:		108,936.00	108,936.00	50,583.04	6,224.89	58,352.96	46.43
Total Dept 751 - RECREATION		108,936.00	108,936.00	50,583.04	6,224.89	58,352.96	46.43
Dept 770 - PARK MAINTENANCE							
Account Type: Expenditure							
101-770-705.000	WAGES - PART TIME EMPLOYEES	64,805.00	64,805.00	8,860.00	2,200.00	55,945.00	13.67
101-770-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	0.00	0.00	10,469.49	0.00	(10,469.49)	100.00
101-770-713.000	FICA	0.00	0.00	1,225.48	136.40	(1,225.48)	100.00
101-770-714.000	MEDICARE	0.00	0.00	286.61	31.90	(286.61)	100.00
101-770-742.000	OPERATING SUPPLIES	20,000.00	20,000.00	5,764.75	1,143.05	14,235.25	28.82
101-770-922.000	WATER	600.00	600.00	364.25	0.00	235.75	60.71
101-770-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	49,343.42	0.00	50,656.58	49.34
101-770-972.000	CAPITAL OUTLAY	277,000.00	277,000.00	170,387.32	0.00	106,612.68	61.51
Total Expenditure:		462,405.00	462,405.00	246,701.32	3,511.35	215,703.68	53.35
Total Dept 770 - PARK MAINTENANCE		462,405.00	462,405.00	246,701.32	3,511.35	215,703.68	53.35
Dept 803 - HISTORICAL COMMISSION							
Account Type: Expenditure							
101-803-742.000	OPERATING SUPPLIES	500.00	500.00	87.94	0.00	412.06	17.59
Total Expenditure:		500.00	500.00	87.94	0.00	412.06	17.59
Total Dept 803 - HISTORICAL COMMISSION		500.00	500.00	87.94	0.00	412.06	17.59
Dept 951 - INSURANCE							
Account Type: Expenditure							
101-951-801.100	PROPERTY/VEHICLE LIABILITY INSURANCE	634,345.00	646,571.00	646,481.00	0.00	90.00	99.99
Total Expenditure:		634,345.00	646,571.00	646,481.00	0.00	90.00	99.99
Total Dept 951 - INSURANCE		634,345.00	646,571.00	646,481.00	0.00	90.00	99.99
Dept 961 - RETIREEE							

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		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023-24 AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Account Type: Expenditure							
101-961-713.000	FICA	0.00	0.00	520.80	260.40	(520.80)	100.00
101-961-714.000	MEDICARE	0.00	0.00	121.80	60.84	(121.80)	100.00
101-961-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	27,720.00	27,720.00	23,800.00	4,200.00	3,920.00	85.86
101-961-724.300	RETIREE HEALTH CARE - OPEB	1,300,000.00	1,300,000.00	925,172.69	50,725.25	374,827.31	71.17
101-961-725.300	MERS DIVISION 10 SUPERVISOR	711,336.00	711,336.00	418,012.00	0.00	293,324.00	58.76
101-961-725.400	MERS DIVISION 11 CLERICAL	44,148.00	44,148.00	13,405.00	0.00	30,743.00	30.36
101-961-840.000	INSURANCE PREMIUM (LIFE)	1,896.00	1,896.00	1,310.78	175.29	585.22	69.13
Total Expenditure:		2,085,100.00	2,085,100.00	1,382,343.07	55,421.78	702,756.93	66.30
Total Dept 961 - RETIREE		2,085,100.00	2,085,100.00	1,382,343.07	55,421.78	702,756.93	66.30
TOTAL EXPENDITURES		17,441,500.00	17,910,011.00	9,686,767.13	627,256.24	8,223,243.87	54.09
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		16,250,859.00	16,859,815.00	13,740,829.21	251,047.54	3,118,985.79	81.50
TOTAL EXPENDITURES		17,441,500.00	17,910,011.00	9,686,767.13	627,256.24	8,223,243.87	54.09
NET OF REVENUES & EXPENDITURES		(1,190,641.00)	(1,050,196.00)	4,054,062.08	(376,208.70)	(5,104,258.08)	386.03
BEG. FUND BALANCE		12,759,961.90	12,759,961.90	12,759,961.90			
END FUND BALANCE		11,569,320.90	11,709,765.90	16,814,023.98			

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		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
202-000-543.000	STATE GRANTS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
202-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	1,100,000.00	1,100,000.00	573,142.32	0.00	526,857.68	52.10
202-000-665.000	INTEREST INCOME	0.00	0.00	78,267.79	0.00	(78,267.79)	100.00
202-000-675.000	OTHER REVENUE	0.00	0.00	12,976.64	0.00	(12,976.64)	100.00
Total Revenue:		1,108,000.00	1,108,000.00	664,386.75	0.00	443,613.25	59.96
Total Dept 000 - BALANCE SHEET		1,108,000.00	1,108,000.00	664,386.75	0.00	443,613.25	59.96
TOTAL REVENUES		1,108,000.00	1,108,000.00	664,386.75	0.00	443,613.25	59.96
Expenditures							
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
Account Type: Expenditure							
202-441-703.000	SALARIES	8,451.00	8,451.00	0.00	0.00	8,451.00	0.00
202-441-704.000	WAGES - FULL TIME EMPLOYEES	32,169.00	32,169.00	44,097.49	4,697.36	(11,928.49)	137.08
202-441-705.000	WAGES - PART TIME EMPLOYEES	3,683.00	3,683.00	0.00	0.00	3,683.00	0.00
202-441-710.000	VACATION	4,451.00	4,451.00	1,739.87	0.00	2,711.13	39.09
202-441-711.000	HOLIDAY	2,333.00	2,333.00	2,134.44	0.00	198.56	91.49
202-441-712.000	OVERTIME	10,000.00	10,000.00	5,460.87	824.68	4,539.13	54.61
202-441-713.000	FICA	3,787.00	3,787.00	3,331.77	332.91	455.23	87.98
202-441-714.000	MEDICARE	886.00	886.00	779.19	77.86	106.81	87.94
202-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	275.00	275.00	0.00	0.00	275.00	0.00
202-441-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
202-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	6,920.00	6,920.00	7,381.86	261.66	(461.86)	106.67
202-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	813.00	813.00	713.69	70.78	99.31	87.78
202-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	1,004.00	1,004.00	1,503.93	196.99	(499.93)	149.79
202-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	50,000.00	50,000.00	20,841.71	570.72	29,158.29	41.68
202-441-801.200	PROFESSIONAL SERVICES - ENGINEERING	0.00	0.00	0.00	(570.72)	0.00	0.00
202-441-930.000	REPAIRS AND MAINTENANCE	88,000.00	88,000.00	16,169.62	0.00	71,830.38	18.37
202-441-930.200	REPAIRS - STREETS MAINTENANCE	250,000.00	250,000.00	11,794.44	708.75	238,205.56	4.72
202-441-930.300	REPAIRS - TRAFFIC SERVICES MAINTENANCE	25,000.00	25,000.00	15,321.31	1,900.74	9,678.69	61.29
202-441-930.400	REPAIRS - WINTER STREET MAINTENANCE	12,000.00	12,000.00	21,084.01	15,628.59	(9,084.01)	175.70
202-441-972.000	CAPITAL OUTLAY	1,155,000.00	1,155,000.00	772,898.78	20,934.58	382,101.22	66.92
202-441-995.000	INTERFUND TRANSFER OUT	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00
Total Expenditure:		1,930,972.00	1,930,972.00	925,252.98	45,634.90	1,005,719.02	47.92
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		1,930,972.00	1,930,972.00	925,252.98	45,634.90	1,005,719.02	47.92
TOTAL EXPENDITURES		1,930,972.00	1,930,972.00	925,252.98	45,634.90	1,005,719.02	47.92
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		1,108,000.00	1,108,000.00	664,386.75	0.00	443,613.25	59.96
TOTAL EXPENDITURES		1,930,972.00	1,930,972.00	925,252.98	45,634.90	1,005,719.02	47.92
NET OF REVENUES & EXPENDITURES		(822,972.00)	(822,972.00)	(260,866.23)	(45,634.90)	(562,105.77)	31.70
BEG. FUND BALANCE		2,790,780.22	2,790,780.22	2,790,780.22			

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 202 - MAJOR STREET FUND							
END FUND BALANCE		1,967,808.22	1,967,808.22	2,529,913.99			

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GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
203-000-543.000	STATE GRANTS	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
203-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	474,000.00	474,000.00	246,877.50	0.00	227,122.50	52.08
203-000-665.000	INTEREST INCOME	0.00	0.00	35,824.06	0.00	(35,824.06)	100.00
203-000-699.000	INTERFUND TRANSFERS IN	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00
Total Revenue:		784,000.00	784,000.00	282,701.56	0.00	501,298.44	36.06
Total Dept 000 - BALANCE SHEET							
		784,000.00	784,000.00	282,701.56	0.00	501,298.44	36.06
TOTAL REVENUES							
		784,000.00	784,000.00	282,701.56	0.00	501,298.44	36.06
Expenditures							
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
Account Type: Expenditure							
203-441-703.000	SALARIES	25,352.00	25,352.00	0.00	0.00	25,352.00	0.00
203-441-704.000	WAGES - FULL TIME EMPLOYEES	96,506.00	96,506.00	3,724.07	699.37	92,781.93	3.86
203-441-705.000	WAGES - PART TIME EMPLOYEES	3,683.00	3,683.00	0.00	0.00	3,683.00	0.00
203-441-710.000	VACATION	13,352.00	13,352.00	3,716.01	0.00	9,635.99	27.83
203-441-711.000	HOLIDAY	6,999.00	6,999.00	1,930.29	0.00	5,068.71	27.58
203-441-712.000	OVERTIME	10,000.00	10,000.00	3,445.54	1,070.11	6,554.46	34.46
203-441-713.000	FICA	9,665.00	9,665.00	1,033.25	107.61	8,631.75	10.69
203-441-714.000	MEDICARE	2,267.00	2,267.00	241.67	25.19	2,025.33	10.66
203-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	702.00	702.00	(930.00)	0.00	1,632.00	(132.48)
203-441-718.000	LONGEVITY PAY	2,400.00	2,400.00	2,500.00	0.00	(100.00)	104.17
203-441-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	1,200.00	0.00	0.00	100.00
203-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	20,761.00	20,761.00	3,338.43	143.00	17,422.57	16.08
203-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,438.00	2,438.00	50.09	22.92	2,387.91	2.05
203-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	3,014.00	3,014.00	145.46	66.22	2,868.54	4.83
203-441-930.000	REPAIRS AND MAINTENANCE	53,000.00	53,000.00	40,627.58	0.00	12,372.42	76.66
203-441-930.200	REPAIRS - STREETS MAINTENANCE	200,000.00	200,000.00	1,317.45	0.00	198,682.55	0.66
203-441-930.300	REPAIRS - TRAFFIC SERVICES MAINTENANCE	5,000.00	5,000.00	232.06	0.00	4,767.94	4.64
203-441-930.400	REPAIRS - WINTER STREET MAINTENANCE	44,000.00	44,000.00	18,073.66	9,496.28	25,926.34	41.08
203-441-972.000	CAPITAL OUTLAY	10,000.00	10,000.00	9,396.93	0.00	603.07	93.97
Total Expenditure:		510,339.00	510,339.00	90,042.49	11,630.70	420,296.51	17.64
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS							
		510,339.00	510,339.00	90,042.49	11,630.70	420,296.51	17.64
TOTAL EXPENDITURES							
		510,339.00	510,339.00	90,042.49	11,630.70	420,296.51	17.64
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		784,000.00	784,000.00	282,701.56	0.00	501,298.44	36.06
TOTAL EXPENDITURES		510,339.00	510,339.00	90,042.49	11,630.70	420,296.51	17.64
NET OF REVENUES & EXPENDITURES		273,661.00	273,661.00	192,659.07	(11,630.70)	81,001.93	70.40
BEG. FUND BALANCE		1,372,512.06	1,372,512.06	1,372,512.06			
END FUND BALANCE		1,646,173.06	1,646,173.06	1,565,171.13			

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NUMBER	DESCRIPTION						
Fund 210 - AMBULANCE FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
210-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	490,804.00	490,804.00	469,555.67	3,125.68	21,248.33	95.67
210-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	25,858.00	25,858.00	24,523.29	120.66	1,334.71	94.84
210-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,000.00	1,000.00	213.87	0.00	786.13	21.39
210-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
210-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	4,000.00	4,000.00	2,870.81	0.00	1,129.19	71.77
210-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	400.00	400.00	638.40	91.75	(238.40)	159.60
210-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	43,000.00	43,000.00	53,534.70	0.00	(10,534.70)	124.50
210-000-638.000	AMBULANCE TRANSPORT FEES	335,000.00	335,000.00	342,169.76	55,973.71	(7,169.76)	102.14
210-000-665.000	INTEREST INCOME	0.00	0.00	69,061.73	0.00	(69,061.73)	100.00
Total Revenue:		901,062.00	901,062.00	962,568.23	59,311.80	(61,506.23)	106.83
Total Dept 000 - BALANCE SHEET		901,062.00	901,062.00	962,568.23	59,311.80	(61,506.23)	106.83
TOTAL REVENUES		901,062.00	901,062.00	962,568.23	59,311.80	(61,506.23)	106.83
Expenditures							
Dept 301 - PUBLIC SAFETY							
Account Type: Expenditure							
210-301-704.000	WAGES - FULL TIME EMPLOYEES	313,518.00	313,518.00	195,847.17	26,577.73	117,670.83	62.47
210-301-710.000	VACATION	19,431.00	19,431.00	6,414.27	4,309.20	13,016.73	33.01
210-301-711.000	HOLIDAY	12,000.00	12,000.00	7,104.51	1,549.28	4,895.49	59.20
210-301-712.000	OVERTIME	15,000.00	15,000.00	7,937.67	27.19	7,062.33	52.92
210-301-713.000	FICA	22,360.00	22,360.00	13,801.17	1,884.44	8,558.83	61.72
210-301-714.000	MEDICARE	5,000.00	5,000.00	3,227.67	440.70	1,772.33	64.55
210-301-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,552.00	1,552.00	(389.00)	0.00	1,941.00	(25.06)
210-301-718.000	LONGEVITY PAY	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00
210-301-719.000	FOOD ALLOWANCE	6,750.00	6,750.00	4,583.31	(416.69)	2,166.69	67.90
210-301-720.000	EDUCATION ALLOWANCE	1,000.00	1,000.00	634.57	76.92	365.43	63.46
210-301-721.000	CLOTHING ALLOWANCE	8,100.00	8,100.00	112.50	(562.50)	7,987.50	1.39
210-301-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	31,689.00	31,689.00	36,174.43	4,061.79	(4,485.43)	114.15
210-301-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	7,500.00	7,500.00	4,233.11	576.96	3,266.89	56.44
210-301-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	0.00	0.00	13,744.50	1,952.84	(13,744.50)	100.00
210-301-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	17,368.00	17,368.00	13,641.45	2,073.15	3,726.55	78.54
210-301-742.000	OPERATING SUPPLIES	38,000.00	38,000.00	33,097.69	959.56	4,902.31	87.10
210-301-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	167,000.00	167,000.00	16,859.32	0.00	150,140.68	10.10
210-301-850.000	COMMUNICATIONS (PHONE AND CELL)	2,000.00	2,000.00	745.23	115.03	1,254.77	37.26
210-301-930.000	REPAIRS AND MAINTENANCE	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00
210-301-957.000	PROFESSIONAL DEVELOPMENT	10,000.00	10,000.00	4,469.27	0.00	5,530.73	44.69
Total Expenditure:		749,318.00	749,318.00	362,238.84	43,625.60	387,079.16	48.34
Total Dept 301 - PUBLIC SAFETY		749,318.00	749,318.00	362,238.84	43,625.60	387,079.16	48.34
TOTAL EXPENDITURES		749,318.00	749,318.00	362,238.84	43,625.60	387,079.16	48.34
Fund 210 - AMBULANCE FUND:							
TOTAL REVENUES		901,062.00	901,062.00	962,568.23	59,311.80	(61,506.23)	106.83

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 210 - AMBULANCE FUND							
TOTAL EXPENDITURES		749,318.00	749,318.00	362,238.84	43,625.60	387,079.16	48.34
NET OF REVENUES & EXPENDITURES		151,744.00	151,744.00	600,329.39	15,686.20	(448,585.39)	395.62
BEG. FUND BALANCE		2,064,154.80	2,064,154.80	2,064,154.80			
END FUND BALANCE		2,215,898.80	2,215,898.80	2,664,484.19			

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 211 - DISTRICT COURT OPERATIONS FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
211-000-665.000	INTEREST INCOME	0.00	42,000.00	25,612.15	0.00	16,387.85	60.98
Total Revenue:		0.00	42,000.00	25,612.15	0.00	16,387.85	60.98
Total Dept 000 - BALANCE SHEET		0.00	42,000.00	25,612.15	0.00	16,387.85	60.98
TOTAL REVENUES		0.00	42,000.00	25,612.15	0.00	16,387.85	60.98
Expenditures							
Dept 286 - DISTRICT COURT							
Account Type: Expenditure							
211-286-965.000	BANK SERVICE CHARGES	0.00	0.00	14.00	0.00	(14.00)	100.00
Total Expenditure:		0.00	0.00	14.00	0.00	(14.00)	100.00
Total Dept 286 - DISTRICT COURT		0.00	0.00	14.00	0.00	(14.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	14.00	0.00	(14.00)	100.00
Fund 211 - DISTRICT COURT OPERATIONS FUND:							
TOTAL REVENUES		0.00	42,000.00	25,612.15	0.00	16,387.85	60.98
TOTAL EXPENDITURES		0.00	0.00	14.00	0.00	(14.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	42,000.00	25,598.15	0.00	16,401.85	60.95
BEG. FUND BALANCE		1,245,359.26	1,245,359.26	1,245,359.26			
END FUND BALANCE		1,245,359.26	1,287,359.26	1,270,957.41			

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023-24 AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 226 - RUBBISH COLLECTION FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
226-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	729,510.00	729,510.00	697,942.93	4,645.96	31,567.07	95.67
226-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	38,435.00	38,435.00	36,468.30	179.36	1,966.70	94.88
226-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,000.00	1,000.00	316.28	0.00	683.72	31.63
226-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
226-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	5,000.00	5,000.00	4,267.50	0.00	732.50	85.35
226-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	600.00	600.00	943.57	136.40	(343.57)	157.26
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	69,214.49	0.00	(69,214.49)	100.00
226-000-607.000	FEES	108,000.00	108,000.00	58,630.63	9,021.51	49,369.37	54.29
226-000-665.000	INTEREST INCOME	0.00	48,000.00	27,389.65	58.97	20,610.35	57.06
Total Revenue:		883,845.00	931,845.00	895,173.35	14,042.20	36,671.65	96.06
Total Dept 000 - BALANCE SHEET		883,845.00	931,845.00	895,173.35	14,042.20	36,671.65	96.06
TOTAL REVENUES		883,845.00	931,845.00	895,173.35	14,042.20	36,671.65	96.06
Expenditures							
Dept 528 - RUBBISH COLLECTION/DISPOSAL							
Account Type: Expenditure							
226-528-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	75,321.00	75,321.00	0.00	0.00	75,321.00	0.00
226-528-801.400	WASTE AND RUBBISH DISPOSAL	600,000.00	600,000.00	396,828.86	0.00	203,171.14	66.14
226-528-801.500	RECYCLING	100,000.00	100,000.00	59,821.32	0.00	40,178.68	59.82
226-528-801.600	COMPOSTING	100,000.00	100,000.00	67,782.00	0.00	32,218.00	67.78
Total Expenditure:		875,321.00	875,321.00	524,432.18	0.00	350,888.82	59.91
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		875,321.00	875,321.00	524,432.18	0.00	350,888.82	59.91
TOTAL EXPENDITURES		875,321.00	875,321.00	524,432.18	0.00	350,888.82	59.91
Fund 226 - RUBBISH COLLECTION FUND:							
TOTAL REVENUES		883,845.00	931,845.00	895,173.35	14,042.20	36,671.65	96.06
TOTAL EXPENDITURES		875,321.00	875,321.00	524,432.18	0.00	350,888.82	59.91
NET OF REVENUES & EXPENDITURES		8,524.00	56,524.00	370,741.17	14,042.20	(314,217.17)	655.90
BEG. FUND BALANCE		578,868.43	578,868.43	578,868.43			
END FUND BALANCE		587,392.43	635,392.43	949,609.60			

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 265 - DRUG FORFEITURE FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
265-000-657.000	ORDINANCE FINES AND COSTS	500.00	500.00	0.00	0.00	500.00	0.00
265-000-665.000	INTEREST INCOME	100.00	24,000.00	14,911.49	241.55	9,088.51	62.13
Total Revenue:		600.00	24,500.00	14,911.49	241.55	9,588.51	60.86
Total Dept 000 - BALANCE SHEET		600.00	24,500.00	14,911.49	241.55	9,588.51	60.86
TOTAL REVENUES		600.00	24,500.00	14,911.49	241.55	9,588.51	60.86
Expenditures							
Dept 311 - DRUG FORFEITURE							
Account Type: Expenditure							
265-311-742.000	OPERATING SUPPLIES	25,000.00	25,000.00	15,680.60	0.00	9,319.40	62.72
265-311-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
265-311-941.000	LEASED ASSETS	0.00	31,700.00	31,700.00	0.00	0.00	100.00
265-311-995.000	OPERATING TRANS OUT	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
Total Expenditure:		165,000.00	196,700.00	47,380.60	0.00	149,319.40	24.09
Total Dept 311 - DRUG FORFEITURE		165,000.00	196,700.00	47,380.60	0.00	149,319.40	24.09
TOTAL EXPENDITURES		165,000.00	196,700.00	47,380.60	0.00	149,319.40	24.09
Fund 265 - DRUG FORFEITURE FUND:							
TOTAL REVENUES		600.00	24,500.00	14,911.49	241.55	9,588.51	60.86
TOTAL EXPENDITURES		165,000.00	196,700.00	47,380.60	0.00	149,319.40	24.09
NET OF REVENUES & EXPENDITURES		(164,400.00)	(172,200.00)	(32,469.11)	241.55	(139,730.89)	18.86
BEG. FUND BALANCE		559,430.33	559,430.33	559,430.33			
END FUND BALANCE		395,030.33	387,230.33	526,961.22			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 266 - GAMBLING FORFEITURE FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
266-000-665.000	INTEREST INCOME	0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
Total Revenue:		0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
Total Dept 000 - BALANCE SHEET		0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
TOTAL REVENUES		0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
Fund 266 - GAMBLING FORFEITURE FUND:							
TOTAL REVENUES		0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	42,000.00	19,441.72	213.04	22,558.28	46.29
BEG. FUND BALANCE		359,909.67	359,909.67	359,909.67			
END FUND BALANCE		359,909.67	401,909.67	379,351.39			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 301 - GENERAL DEBT SERVICE FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
301-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	0.00	0.00	4.55	0.00	(4.55)	100.00
301-000-665.000	INTEREST INCOME	0.00	0.00	15.97	0.00	(15.97)	100.00
Total Revenue:		0.00	0.00	20.52	0.00	(20.52)	100.00
Total Dept 000 - BALANCE SHEET		0.00	0.00	20.52	0.00	(20.52)	100.00
TOTAL REVENUES		0.00	0.00	20.52	0.00	(20.52)	100.00
Fund 301 - GENERAL DEBT SERVICE FUND:							
TOTAL REVENUES		0.00	0.00	20.52	0.00	(20.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	20.52	0.00	(20.52)	100.00
BEG. FUND BALANCE		518.69	518.69	518.69			
END FUND BALANCE		518.69	518.69	539.21			

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NUMBER	DESCRIPTION						
Fund 401 - CAPITAL PROJECTS FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
401-000-665.000	INTEREST INCOME	0.00	0.00	26,946.41	0.00	(26,946.41)	100.00
Total Revenue:		0.00	0.00	26,946.41	0.00	(26,946.41)	100.00
Total Dept 000 - BALANCE SHEET		0.00	0.00	26,946.41	0.00	(26,946.41)	100.00
TOTAL REVENUES		0.00	0.00	26,946.41	0.00	(26,946.41)	100.00
Expenditures							
Dept 265 - BUILDINGS AND GROUNDS							
Account Type: Expenditure							
401-265-972.000	CAPITAL OUTLAY	0.00	0.00	142,659.74	0.00	(142,659.74)	100.00
Total Expenditure:		0.00	0.00	142,659.74	0.00	(142,659.74)	100.00
Total Dept 265 - BUILDINGS AND GROUNDS		0.00	0.00	142,659.74	0.00	(142,659.74)	100.00
Dept 301 - PUBLIC SAFETY							
Account Type: Expenditure							
401-301-972.000	CAPITAL OUTLAY	0.00	0.00	1,136.15	0.00	(1,136.15)	100.00
Total Expenditure:		0.00	0.00	1,136.15	0.00	(1,136.15)	100.00
Total Dept 301 - PUBLIC SAFETY		0.00	0.00	1,136.15	0.00	(1,136.15)	100.00
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
Account Type: Expenditure							
401-441-972.000	CAPITAL OUTLAY	0.00	0.00	141,527.86	0.00	(141,527.86)	100.00
Total Expenditure:		0.00	0.00	141,527.86	0.00	(141,527.86)	100.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		0.00	0.00	141,527.86	0.00	(141,527.86)	100.00
Dept 672 - SENIOR ACTIVITY CENTER							
Account Type: Expenditure							
401-672-972.000	CAPITAL OUTLAY	0.00	0.00	1,537.52	0.00	(1,537.52)	100.00
Total Expenditure:		0.00	0.00	1,537.52	0.00	(1,537.52)	100.00
Total Dept 672 - SENIOR ACTIVITY CENTER		0.00	0.00	1,537.52	0.00	(1,537.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	286,861.27	0.00	(286,861.27)	100.00
Fund 401 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		0.00	0.00	26,946.41	0.00	(26,946.41)	100.00
TOTAL EXPENDITURES		0.00	0.00	286,861.27	0.00	(286,861.27)	100.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 401 - CAPITAL PROJECTS FUND							
	NET OF REVENUES & EXPENDITURES	0.00	0.00	(259,914.86)	0.00	259,914.86	100.00
	BEG. FUND BALANCE	1,490,764.20	1,490,764.20	1,490,764.20			
	END FUND BALANCE	1,490,764.20	1,490,764.20	1,230,849.34			

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% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	02/29/2024	MONTH 02/29/24	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 592 - WATER AND SEWER FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
592-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	40,000.00	40,000.00	18,671.16	0.00	21,328.84	46.68
592-000-569.000	STATE GRANTS - OTHER	0.00	0.00	2,918.62	0.00	(2,918.62)	100.00
592-000-607.000	FEES	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00
592-000-642.100	SALES - WATER COMMODITY	2,900,000.00	2,900,000.00	1,431,529.44	190,599.88	1,468,470.56	49.36
592-000-642.200	SALES - WATER RTS	1,178,000.00	1,178,000.00	637,640.33	98,304.29	540,359.67	54.13
592-000-642.300	SALES - SEWER COMMODITY	4,600,000.00	4,600,000.00	2,396,096.22	348,041.68	2,203,903.78	52.09
592-000-642.400	SALES - SEWER RTS	770,000.00	770,000.00	415,149.58	64,047.91	354,850.42	53.92
592-000-642.500	SALES - METER REPLACEMENT FEE	65,000.00	65,000.00	35,022.98	5,392.00	29,977.02	53.88
592-000-642.600	SALES - WATER TAP FEES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
592-000-642.700	SALES - SEWER TAP FEES	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00
592-000-642.900	SALES - WATER METER FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
592-000-657.000	ORDINANCE FINES AND COSTS	80,000.00	80,000.00	7,890.04	7,911.81	72,109.96	9.86
592-000-665.000	INTEREST INCOME	6,500.00	432,000.00	270,890.63	3,495.65	161,109.37	62.71
592-000-675.000	OTHER REVENUE	0.00	0.00	(3,059.30)	(825.28)	3,059.30	100.00
Total Revenue:		9,661,600.00	10,087,100.00	5,212,749.70	716,967.94	4,874,350.30	51.68
Total Dept 000 - BALANCE SHEET		9,661,600.00	10,087,100.00	5,212,749.70	716,967.94	4,874,350.30	51.68
TOTAL REVENUES		9,661,600.00	10,087,100.00	5,212,749.70	716,967.94	4,874,350.30	51.68
Expenditures							
Dept 536 - WATER							
Account Type: Expenditure							
592-536-703.000	SALARIES	25,352.00	25,352.00	0.00	0.00	25,352.00	0.00
592-536-704.000	WAGES - FULL TIME EMPLOYEES	96,506.00	96,506.00	107,656.05	8,891.16	(11,150.05)	111.55
592-536-710.000	VACATION	13,351.00	13,351.00	5,847.49	1,123.41	7,503.51	43.80
592-536-711.000	HOLIDAY	0.00	0.00	6,607.40	0.00	(6,607.40)	100.00
592-536-712.000	OVERTIME	35,000.00	35,000.00	24,576.07	7,108.81	10,423.93	70.22
592-536-713.000	FICA	11,917.00	11,917.00	9,075.87	1,038.49	2,841.13	76.16
592-536-714.000	MEDICARE	2,787.00	2,787.00	2,122.55	242.85	664.45	76.16
592-536-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	865.00	865.00	(500.00)	0.00	1,365.00	(57.80)
592-536-718.000	LONGEVITY PAY	3,000.00	3,000.00	1,500.00	0.00	1,500.00	50.00
592-536-721.000	CLOTHING ALLOWANCE	2,400.00	2,400.00	2,400.00	0.00	0.00	100.00
592-536-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	20,761.00	20,761.00	31,816.86	3,810.50	(11,055.86)	153.25
592-536-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,437.00	2,437.00	839.32	120.62	1,597.68	34.44
592-536-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	3,013.00	3,013.00	3,434.60	510.92	(421.60)	113.99
592-536-742.000	OPERATING SUPPLIES	120,000.00	120,000.00	74,272.86	5,388.03	45,727.14	61.89
592-536-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	225,000.00	225,000.00	141,079.34	1,047.62	83,920.66	62.70
592-536-801.200	PROFESSIONAL SERVICES - ENGINEERING	0.00	0.00	300.00	0.00	(300.00)	100.00
592-536-802.000	EASEMENTS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
592-536-850.000	COMMUNICATIONS (PHONE AND CELL)	2,400.00	2,400.00	1,273.74	0.00	1,126.26	53.07
592-536-851.000	MAIL OR POSTAGE	15,000.00	15,000.00	9,101.91	1,313.61	5,898.09	60.68
592-536-922.000	WATER	0.00	0.00	90.94	0.00	(90.94)	100.00
592-536-922.500	WATER (GREAT LAKES WATER AUTHORITY)	1,416,900.00	1,416,900.00	709,626.85	0.00	707,273.15	50.08
592-536-930.000	REPAIRS AND MAINTENANCE	95,000.00	95,000.00	13,813.24	0.00	81,186.76	14.54
592-536-956.000	MEMBERSHIPS	800.00	800.00	0.00	0.00	800.00	0.00
592-536-957.000	PROFESSIONAL DEVELOPMENT	8,500.00	8,500.00	3,555.00	1,800.00	4,945.00	41.82
592-536-969.000	BAD DEBT EXPENSE	0.00	0.00	261.39	0.00	(261.39)	100.00
592-536-972.000	CAPITAL OUTLAY	2,475,000.00	2,475,000.00	172,277.44	0.00	2,302,722.56	6.96

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER AND SEWER FUND							
Expenditures							
592-536-991.000	PRINCIPAL	185,000.00	185,000.00	190,000.00	0.00	(5,000.00)	102.70
592-536-993.000	INTEREST EXPENSE	65,000.00	65,000.00	30,941.49	0.00	34,058.51	47.60
Total Expenditure:		4,832,989.00	4,832,989.00	1,541,970.41	32,396.02	3,291,018.59	31.91
Total Dept 536 - WATER		4,832,989.00	4,832,989.00	1,541,970.41	32,396.02	3,291,018.59	31.91
Dept 537 - SEWER							
Account Type: Expenditure							
592-537-703.000	SALARIES	25,352.00	25,352.00	0.00	0.00	25,352.00	0.00
592-537-704.000	WAGES - FULL TIME EMPLOYEES	96,506.00	96,506.00	22,655.38	2,761.94	73,850.62	23.48
592-537-710.000	VACATION	13,351.00	13,351.00	0.00	0.00	13,351.00	0.00
592-537-711.000	HOLIDAY	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
592-537-712.000	OVERTIME	2,000.00	2,000.00	230.73	0.00	1,769.27	11.54
592-537-713.000	FICA	8,941.00	8,941.00	1,436.90	168.47	7,504.10	16.07
592-537-714.000	MEDICARE	2,091.00	2,091.00	336.08	39.39	1,754.92	16.07
592-537-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	649.00	649.00	0.00	0.00	649.00	0.00
592-537-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
592-537-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	20,761.00	20,761.00	5,537.77	266.70	15,223.23	26.67
592-537-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,437.00	2,437.00	278.76	28.18	2,158.24	11.44
592-537-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	3,013.00	3,013.00	753.51	91.57	2,259.49	25.01
592-537-742.000	OPERATING SUPPLIES	7,500.00	7,500.00	4,018.25	0.00	3,481.75	53.58
592-537-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	200,000.00	200,000.00	23,291.13	788.63	176,708.87	11.65
592-537-850.000	COMMUNICATIONS (PHONE AND CELL)	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
592-537-851.000	MAIL OR POSTAGE	15,000.00	15,000.00	10,336.10	1,313.61	4,663.90	68.91
592-537-920.000	ELECTRIC	10,000.00	10,000.00	3,271.12	615.76	6,728.88	32.71
592-537-923.000	SEWAGE (FIXED)	2,965,314.00	2,965,314.00	2,090,859.59	0.00	874,454.41	70.51
592-537-930.000	REPAIRS AND MAINTENANCE	200,000.00	200,000.00	10,343.19	8,144.92	189,656.81	5.17
592-537-969.000	BAD DEBT EXPENSE	0.00	0.00	189.88	0.00	(189.88)	100.00
592-537-972.000	CAPITAL OUTLAY	500,000.00	500,000.00	156,054.02	0.00	343,945.98	31.21
592-537-991.000	PRINCIPAL	500,000.00	500,000.00	934,965.34	337,540.20	(434,965.34)	186.99
592-537-993.000	INTEREST EXPENSE	400,000.00	400,000.00	386,458.76	144,584.11	13,541.24	96.61
592-537-994.000	PAYING AGENT FEES	0.00	0.00	139.12	82.38	(139.12)	100.00
Total Expenditure:		4,982,115.00	4,982,115.00	3,651,155.63	496,425.86	1,330,959.37	73.29
Total Dept 537 - SEWER		4,982,115.00	4,982,115.00	3,651,155.63	496,425.86	1,330,959.37	73.29
TOTAL EXPENDITURES		9,815,104.00	9,815,104.00	5,193,126.04	528,821.88	4,621,977.96	52.91
Fund 592 - WATER AND SEWER FUND:							
TOTAL REVENUES		9,661,600.00	10,087,100.00	5,212,749.70	716,967.94	4,874,350.30	51.68
TOTAL EXPENDITURES		9,815,104.00	9,815,104.00	5,193,126.04	528,821.88	4,621,977.96	52.91
NET OF REVENUES & EXPENDITURES		(153,504.00)	271,996.00	19,623.66	188,146.06	252,372.34	7.21
BEG. FUND BALANCE		16,621,443.61	16,621,443.61	16,621,443.61			
END FUND BALANCE		16,467,939.61	16,893,439.61	16,641,067.27			

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 661 - MOTOR POOL FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
661-000-643.000	EQUIPMENT RENTAL	745,430.00	745,430.00	0.00	0.00	745,430.00	0.00
661-000-665.000	INTEREST INCOME	0.00	30,000.00	(20,658.89)	0.00	50,658.89	(68.86)
Total Revenue:		745,430.00	775,430.00	(20,658.89)	0.00	796,088.89	(2.66)
Total Dept 000 - BALANCE SHEET		745,430.00	775,430.00	(20,658.89)	0.00	796,088.89	(2.66)
TOTAL REVENUES		745,430.00	775,430.00	(20,658.89)	0.00	796,088.89	(2.66)
Expenditures							
Dept 596 - MOTOR POOL							
Account Type: Expenditure							
661-596-703.000	SALARIES	16,902.00	16,902.00	0.00	0.00	16,902.00	0.00
661-596-704.000	WAGES - FULL TIME EMPLOYEES	64,337.00	64,337.00	0.00	0.00	64,337.00	0.00
661-596-711.000	HOLIDAY	4,666.00	4,666.00	0.00	0.00	4,666.00	0.00
661-596-713.000	FICA	5,326.00	5,326.00	0.00	0.00	5,326.00	0.00
661-596-714.000	MEDICARE	1,246.00	1,246.00	0.00	0.00	1,246.00	0.00
661-596-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	387.00	387.00	0.00	0.00	387.00	0.00
661-596-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,625.00	1,625.00	0.00	0.00	1,625.00	0.00
661-596-742.000	OPERATING SUPPLIES	1,500.00	1,500.00	1,039.40	0.00	460.60	69.29
661-596-758.000	DIESEL FUEL	40,000.00	40,000.00	17,158.48	1,723.87	22,841.52	42.90
661-596-759.000	GASOLINE	85,000.00	85,000.00	42,536.07	1,611.02	42,463.93	50.04
661-596-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	145,000.00	145,000.00	92,295.58	11,889.15	52,704.42	63.65
661-596-801.100	PROPERTY/VEHICLE LIABILITY INSURANCE	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
661-596-930.000	REPAIRS AND MAINTENANCE	175,000.00	175,000.00	103,846.35	18,488.96	71,153.65	59.34
661-596-965.000	BANK SERVICE CHARGES	0.00	0.00	14.00	0.00	(14.00)	100.00
661-596-972.000	CAPITAL OUTLAY	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
661-596-981.000	CAPITAL OUTLAY (VEHICLES)	55,000.00	55,000.00	250,622.00	17,417.00	(195,622.00)	455.68
661-596-993.000	INTEREST EXPENSE	630.00	630.00	630.41	0.00	(0.41)	100.07
Total Expenditure:		946,619.00	946,619.00	508,142.29	51,130.00	438,476.71	53.68
Total Dept 596 - MOTOR POOL		946,619.00	946,619.00	508,142.29	51,130.00	438,476.71	53.68
TOTAL EXPENDITURES		946,619.00	946,619.00	508,142.29	51,130.00	438,476.71	53.68
Fund 661 - MOTOR POOL FUND:							
TOTAL REVENUES		745,430.00	775,430.00	(20,658.89)	0.00	796,088.89	2.66
TOTAL EXPENDITURES		946,619.00	946,619.00	508,142.29	51,130.00	438,476.71	53.68
NET OF REVENUES & EXPENDITURES		(201,189.00)	(171,189.00)	(528,801.18)	(51,130.00)	357,612.18	308.90
BEG. FUND BALANCE		493,872.10	493,872.10	493,872.10			
END FUND BALANCE		292,683.10	322,683.10	(34,929.08)			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

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User: ELAINE

PERIOD ENDING 02/29/2024

DB: Fraser

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 677 - SELF INSURANCE FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
677-000-665.000	INTEREST INCOME	0.00	12,000.00	(8,151.39)	0.00	20,151.39	(67.93)
677-000-680.000	HCARE ISF CHARGES FOR SERVICES	528,360.00	528,360.00	357,990.43	51,309.52	170,369.57	67.76
Total Revenue:		528,360.00	540,360.00	349,839.04	51,309.52	190,520.96	64.74
Total Dept 000 - BALANCE SHEET		528,360.00	540,360.00	349,839.04	51,309.52	190,520.96	64.74
TOTAL REVENUES		528,360.00	540,360.00	349,839.04	51,309.52	190,520.96	64.74
Expenditures							
Dept 999 - SELF INSURANCE							
Account Type: Expenditure							
677-999-837.000	HEALTH INSURANCE CLAIMS	706,612.00	706,612.00	611,177.56	144,000.86	95,434.44	86.49
Total Expenditure:		706,612.00	706,612.00	611,177.56	144,000.86	95,434.44	86.49
Total Dept 999 - SELF INSURANCE		706,612.00	706,612.00	611,177.56	144,000.86	95,434.44	86.49
TOTAL EXPENDITURES		706,612.00	706,612.00	611,177.56	144,000.86	95,434.44	86.49
Fund 677 - SELF INSURANCE FUND:							
TOTAL REVENUES		528,360.00	540,360.00	349,839.04	51,309.52	190,520.96	64.74
TOTAL EXPENDITURES		706,612.00	706,612.00	611,177.56	144,000.86	95,434.44	86.49
NET OF REVENUES & EXPENDITURES		(178,252.00)	(166,252.00)	(261,338.52)	(92,691.34)	95,086.52	157.19
BEG. FUND BALANCE		(404,043.38)	(404,043.38)	(404,043.38)			
END FUND BALANCE		(582,295.38)	(570,295.38)	(665,381.90)			

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 703 - CURRENT TAX COLLECTION FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
703-000-665.000	INTEREST INCOME	0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
Total Revenue:		0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
Total Dept 000 - BALANCE SHEET		0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
TOTAL REVENUES		0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
Fund 703 - CURRENT TAX COLLECTION FUND:							
TOTAL REVENUES		0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	100,000.00	64,430.12	8,024.65	35,569.88	64.43
BEG. FUND BALANCE		10,909.32	10,909.32	10,909.32			
END FUND BALANCE		10,909.32	110,909.32	75,339.44			

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 710 - DISTRICT COURT CUSTODIAL FUND							
Revenues							
Dept 000 - BALANCE SHEET							
Account Type: Revenue							
710-000-665.000	INTEREST INCOME	0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
Total Revenue:		0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
Total Dept 000 - BALANCE SHEET		0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
TOTAL REVENUES		0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
Fund 710 - DISTRICT COURT CUSTODIAL FUND:							
TOTAL REVENUES		0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	5,000.00	2,061.48	140.79	2,938.52	41.23
BEG. FUND BALANCE		32,618.23	32,618.23	32,618.23			
END FUND BALANCE		32,618.23	37,618.23	34,679.71			
TOTAL REVENUES - ALL FUNDS		30,863,756.00	32,201,112.00	22,241,012.84	1,101,299.03	9,960,099.16	69.07
TOTAL EXPENDITURES - ALL FUNDS		33,140,785.00	33,640,996.00	18,235,435.38	1,452,100.18	15,405,560.62	54.21
NET OF REVENUES & EXPENDITURES		(2,277,029.00)	(1,439,884.00)	4,005,577.46	(350,801.15)	(5,445,461.46)	278.19
BEG. FUND BALANCE - ALL FUNDS		39,977,059.44	39,977,059.44	39,977,059.44			
END FUND BALANCE - ALL FUNDS		37,700,030.44	38,537,175.44	43,982,636.90			



Fraser City Council Agenda Item

SUBJECT TITLE:	Planning Commission Appointment Trevor Tuller	DATE SUBMITTED:	03-08-2024
PREPARED BY:	Mary Matuz	NEW OR RETURNING:	NEW
REQUEST			
At the March 6, 2024 meeting of the Planning Commission Trevor Tuller was interviewed to be recommended for appointment to a seat on the Planning Commission. After the interview the following motion was made: Motion by Warunek supported by member Keil to recommend to City Council the appointment of Trevor Tuller to the City of Fraser Planning Commission with a term ending 12-31-2026. Motion unanimously carried			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: N/A			
Account Number(s): N/A			
Requires Budget Amendment: ☒ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
Boards and Commissions Application Trevor Tuller			
RECOMMENDED MOTION(S)			
Motion to approve the recommendation of the Planning Commission to appoint Trevor Tuller with a term ending December 31, 2026.			

CLEAR

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

PRINT

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME		FIRST NAME		M.I.	
Tuller		Trevor		M	
ADDRESS (number & street)					
16711 Erin					
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE	
Fraser	MI	48026	(248) 515-9616		
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR					TERM ENDING (IF KNOWN)
Planning Commission					v
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
6 year fraser resident looking to get more involved in the community! Also work from home here in Fraser, and own a small business also based in fraser					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
High School graduated 2012 Some College Licensed Mortgage Banker					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
Rocket Mortgage			Triple Crown Presidents Club Ba		
COMPANY ADDRESS (number & street)					
1050 Woodward Ave					
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE	
Detroit	MI	48226	(313) 373-3000		
PLEASE LIST YOUR RESPONSIBILITIES					
determine risk factor of borrowers and also price out and originate mortgages, including selling.					

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

TREVOR TULLER

248-515-9616



tuller.trevor@gmail.com



16711 Erin, Fraser MI 48026



EDUCATION

Stevenson High School

Graduated in 2012

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in sales and financial services
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Eagle Scout 2009
- NMLS 1398927

PROFESSIONAL EXPERIENCE

Triple Crown Presidents Club Banker

Rocket Mortgage 2015-present

- Manage clients and accounts in process to close
- Balance days out on my own time to increase production
- consistently in the top 10% of the company for production.
- Rock Partner title
-

Owner

Fraser Coatings 2024-present

- Maintain organization of shop and expenses/invoices
- Personally sand blast and powdercoat parts
- Day to day operations on the side

Store Manager

Mickey Shorr Mobile Electronics 2012-2015

- Ran control of all day to day operations of the store from inventory to total cash and sales.
- Head sales manager selling and assisting clients on technical assistance
- Ran operations on job scheduling and general all store activities.



Fraser City Council Agenda Item

SUBJECT TITLE:	Zoning Board of Appeals Appointment Emma Stasek	DATE SUBMITTED:	03-08-2024
PREPARED BY:	Mary Matuz	NEW OR RETURNING:	NEW
REQUEST			
At the March 7, 2024 meeting of the Zoning Board of Appeals Emma Stasek was interviewed to be recommended for appointment to a seat on the Zoning Board of Appeals. After the interview the following motion was made: Motion by Burley supported by member Menendez to recommend to City Council the appointment of Emma Stasek to the City of Fraser Zoning Board of Appeals with a term ending 12-31-2026. Motion unanimously carried			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: N/A			
Account Number(s): N/A			
Requires Budget Amendment: ☒ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
Boards and Commissions Application Emma Stasek			
RECOMMENDED MOTION(S)			
Motion to approve the recommendation of the Zoning Board of Appeals to appoint Emma Stasek with a term ending December 31, 2026.			

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME		FIRST NAME		M.I.	
Stasek		Emma		M	
ADDRESS (number & street)					
[REDACTED]					
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE	
Fraser	MI	48026	[REDACTED]		
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR				TERM ENDING (IF KNOWN)	
Board Name Zoning Boards of Appeals					
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
I moved to Fraser in 2015. Little did I know that move would be permanent. Late in 2023, my family moved into a home we spent months renovating - now, Fraser is forever. I'm looking forward to the opportunity to make this city more special than it already is.					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
BsCE, Bachelor's of Civil Engineering, Michigan Technological University					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
Michigan Economic Development Corporation			Business Development Manager		
COMPANY ADDRESS (number & street)					
300 North Washington Square					
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE	
Lansing	MI	48913		517-897-7390	
PLEASE LIST YOUR RESPONSIBILITIES					
As a BDM with the MEDC, I interface with local businesses in southeastern Oakland County and northeastern Wayne County to make sure they have everything needed to continue to grow and thrive within the State. Often, I'm referring them to partner organizations or funding opportunities to overcome barriers in accomplishing their goals					

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

EMMA STASEK

**Market Strategy
Team Building
Technology Translator
Brainstorming
Consultative Selling
Quick Study**

**Seeing the forest
for the trees**



Education

**Bachelor of Science,
Civil Engineering**

Michigan Technological
University,
Houghton, MI

Professional Development

Certified individual MBTI
Training, DISC Sales Training,
Coaching on performance and
development by GPCC/BCC,
CREW Detroit, IFMA, CAM

Software

Microsoft Office,
Adobe Photoshop, Illustrator,
Autodesk Architecture
Engineering and Construction
Collection, Autodesk Inventor
NX3.0, Microstation, ECI M1,
NetSuite, ACT!, BigTime

Experience

Business Development and Sales

Production Modeling Corporation / Dearborn, MI /
March 2019 – Present

- Sales of reality capture processes, drone imaging, CAD and modeling services, and virtual design and construction services to architects, engineers, general contractors, construction managers, and sub contractors
- Sales of strategic, integrated consulting to owners, and facilities managers including foundational services working in the direction of data useful for building lifecycle management and digital/virtual twin
- Evaluate and liaise with business partners building strategic relationships as subcontractors (master service provider, for example) to prime (awarding contracts to software providers, for example)
- Advise staffing needs and oversee hiring processes

At PMC, my role exceeds the core functions of Business Development to marketing strategy, business partnerships and team building. I direct and oversee creation of universal slide decks and presentation material for internal and external use and was involved with updating branding and messaging used for flyers, brochures, blog posts and other marketing material.

Business Development Manager

Advanced Solutions / Bingham Farms, MI / Oct 2014 – Jan 2017

- Sales of full portfolio of Autodesk AEC products to owners, developers, architects, engineers, general contractors, construction managers, and sub contractors
- Sales of services surrounding design technology, including technical support, custom training, and other consulting based upon needs analysis and ROI projections
- Document activity, and forecast sales revenue

Working at Advanced Solutions honed my sales skills and confidence, necessitating in person meetings and presentations. The basics, like going deeper and wider, creating and managing realistic expectations, and listening to understand are universal ideas.

Experience Cont'd

Business Development Associate

Conquest Firespray / Warren, MI / Oct 2012 – Aug 2014

- Presentation of custom fire rated enclosure systems to the commercial construction industry including new market audit and penetration
- Support of direct sales, long term customer relationship development
- Establishment, implementation and management of standards for best practice for internal communication and reporting, predictable sales models and tools, and financial forecasting

My understanding of the construction process deepened at Conquest Firespray, a venture capital startup. I supported a team of five sales people starting with market audit ending at bid distribution. Once I established and documented best practices, I was responsible for onboarding and training new employees.

Structural Engineer

Ghafari Associates / Dearborn, MI / Aug 2011 – Nov 2011

- Designed and analyzed structural framing systems and performed necessary calculations
- Prepared construction documents including drawings, specifications, and cost estimates
- Reviewed shop drawings for design intent and provided overall guidance
- Co-worked in cross functional teams to produce well-coordinated construction packages

Ghafari Associates was my first taste of how collaborative the design industry is, emphasizing the importance of clear communication of ideas and expectations, as well as my first opportunity to apply my formal education. Solid support and training gave me the technical foundation to master the design functions specific to my role.

Search and Retrieval Associate

Xerox / Detroit, MI / Feb 2011 – Aug 2011

- Processed legal requests for General Motors, providing necessary documentation to support litigation team
- Assembled documents and provided support as they were transferred to digital format for future use
- Maintained organization of large case load

Learned my way around the traditional corporate environment.

Sales Associate

Banana Republic / Novi, MI / March 2010 – May 2011

- Worked with team members for the greater success of the store
- Catered to the needs of customers with a daily sales goal in mind
- Built lasting relationships with customers

Grew to become self assured in interpersonal skills and came to consider them a strength.



Fraser City Council Agenda Item

SUBJECT TITLE:	Zoning Board of Appeals Appointment Patrick Green	DATE SUBMITTED:	03-08-2024
PREPARED BY:	Mary Matuz	NEW OR RETURNING:	NEW
REQUEST			
At the March 7, 2024 meeting of the Zoning Board of Appeals Patrick Green was interviewed to be recommended for appointment to a seat on the Zoning Board of Appeals. After the interview the following motion was made: Motion by Farina supported by member Burley to recommend to City Council the appointment of Patrick Green to the City of Fraser Planning Commission with a term ending 12-31-2026. Motion unanimously carried			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: N/A			
Account Number(s): N/A			
Requires Budget Amendment: ☒ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
Boards and Commissions Application Patrick Green			
RECOMMENDED MOTION(S)			
Motion to approve the recommendation of the Zoning Board of Appeals to appoint Patrick Green with a term ending December 31, 2026.			

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME		FIRST NAME		M.I.	
Green		Patrick		S	
ADDRESS (number & street)					
[REDACTED]					
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE	
Fraser	MI	48026	[REDACTED]		
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR				TERM ENDING (IF KNOWN)	
Zoning Board of Appeals					
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
I grew up in Warren, and my father was very involved in local politics. He started his career in politics as a member of the Warren ZBA and I want to follow in his footsteps and start my public service career doing the same.					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
Walsh College - BBA, Accounting					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
Monroe Engineering			Assistant Controller		
COMPANY ADDRESS (number & street)					
2990 Technology Dr					
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE	
Rochester Hills	MI	48309	(248) 219-0910		
PLEASE LIST YOUR RESPONSIBILITIES					
I support the corporate controller in managing budgets, financial statements and maintaining tax compliance for a \$300M a year company consisting of 15 business units.					

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Patrick Green

Fraser, Michigan 48026

Skills

Versatile accounting professional with 10 years of experience. Well-versed in updating and standardizing controls, refocusing teams and streamlining procedures to increase productivity and reduce errors in accounting files.

Experience

February 2022 - PRESENT

Monroe Engineering – Assistant Controller

- Responsible for providing high-level support to Corporate Controllers as they manage accounting and financial activities.
- Duties include producing financial summary statements, forecasting the company's financial health, and correcting inaccuracies in financial records
- Managing debits and credits on balance sheets.
- Creating financial statements for clients as well as upper management.
- Preparing monthly, quarterly, and yearly financial reports.
- Assisting Financial Managers with budgeting.
- Ensuring all accounting practices comply with legal guidelines and established accounting principles.
- Assisting with billing and tax documentation preparation.
- Working with the company financial team to create internal controls and policies.
- Collaborating with the IT department to maintain financial records and system processes.
- Identifying solutions to discrepancies in financial records.

April 2021 to February 2022

Dynamic Technology Solutions, Farmington Hills, MI – Accounting Manager

- Direct and oversee the activities of the accounting department for the accurate and timely dissemination of financial management reports and analysis prepared in accordance with GAAP.
- Direct and oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable which includes employee expense reports, cash control, core payroll processing and corporate tax compliance.
- Direct and oversee the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including

billings, cash receipts application, etc.; funding service management, which includes weekly funding reports and customer service; and check stock management.

- Assure corporate income tax compliance and facilitate the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Manage all verticals of the employee lifecycle including: compensation, administration and benefits

September 2019 - April 2021

Champion Home Builders, Troy, MI – Assistant Controller

- Month end closing process including balance sheet reconciliations, timely and accurate preparation of monthly financial statements, and analysis of balance sheets and income statements for various field locations
- Responsible for auditing all bank transactions and preparing the monthly bank reconciliation
- Maintaining fixed assets in FAS, Capex requests, and related journal entries, and reconciling workpapers
- Working with the corporate tax department to complete, track, reconcile, and file timely various monthly state sales & use tax returns as well as annual personal property tax returns
- Assist with ongoing budgeting and forecasting processes
- Support the requirements of internal and external auditors
- Seek opportunities for cost reduction through process, policy, and best practice initiatives and promote continuous improvements

April 2018 - September 2019

Art Van, Warren, MI – Staff Accountant

- Preparing and posting monthly journal entries
- Daily bank reconciliations
- Preparing and maintaining spreadsheets
- Work on any issues/discrepancies that come up in account reconciliations and resolve them on a timely basis
- Analysis of G/L accounts to ensure proper tying to financial statements
- Communicate to management and internal customers any issues or concerns
- Assist Controller in yearly Audit

April 2015 - March 2018

Belfor USA, Detroit, MI - Financial Analyst

- Perform billing, payment allocation, collection and activity reporting adhering to standards
- Generated and presented weekly cost analysis to CEO and Senior Management
- Review monthly gross profit reports with Senior Management
- Present weekly detailed job costing to regional managers
- Develop detailed aging and past due accounts for senior management
- Analyze and correct account discrepancies and resolve all variances promptly
- Initiate collection proceedings against accounts past due more than 60 days.
- Investigate and resolve customer queries
- Perform monthly bank reconciliations
- File monthly tax returns and ensure the organization is within tax compliance
- Process contracts ensuring new vendor compliance

Education

Walsh College, Troy, MI - *BBA Accounting*

- Graduated June 2016

The Importance of a Veterans Memorial for Detroit

My name is Raymond Michael Sand; I have always been called Mike since I was a child. I grew up on the east side of Detroit in a blue collar family with roots tied to the manufacturing industry dating back to 1895 when my great grandfather came here from Eastern Europe. Julius Sand and Sons built a tool and machining business in downtown Detroit where Eastern Market stands today. Julius was a bricklayer with the Detroit Bricklayers Union, Local Two and started making high quality levels for the trades and eventually created his own successful family business which lasted until the Great Depression. Sand Levels are still manufactured to this day even though the original Sand's are not part of it.

While following the history of my great grandfather's business I have learned tremendously regarding the great city of Detroit and its surroundings. As a child of the 60's, I experienced firsthand much of the dynamics that put the City where it is today. I remember all the wonderful attractions, gardens and family events of the 50's. I saw the rise of the Motown Sound and the Detroit Rocker phenomenon. I also saw the decline with recessions, riots and apathy toward Detroit. Like most young males of the day I was considered "draft bait" and looked nervously at serving in the military during the Vietnam War.

In 1967 I decided to join the US Air Force as opposed to being drafted. I married my high school sweetheart, since I didn't know if I would be killed or wounded in the war. We wanted to spend as much time together as we could (we have been happily together for over 50 years now). The air force was a four year commitment rather than two, but since my father was a WWII veteran I felt his sense of patriotism so serving my country in a time of need was worth my sacrifice. At this time the tide had not fully turned regarding the war effort and it was still acceptable to serve. After 1968 the American attitude toward the war changed drastically. I came home in 1971 to a different America.

After my service I returned to a society that for the most part turned their backs on us and used a lot of derogatory terms regarding our service. It really hurt in so many ways. Fortunately I was able to use my skills and the GI Bill to work my way into the automotive trades and attend college to become a high school teacher and administrator. At Wayne State University (WSU) I studied Industrial Technology and Social Sciences where I learned even more about the history and importance of my home town. After graduation I had the privilege of working at the prestigious University-Liggett School in Grosse Pointe, Michigan where some of the most prominent people in the area attended and/or sent their children. Here I learned even more about the wonderful heritage of Detroit.

In the late 70's and early 80's Vietnam veterans began to "Come Home" to recognize one another for their service and sacrifices. It was a chilling period in our history. At this time I joined an up starting organization called Vietnam Veterans of America, (VVA) Detroit Chapter 9 located in the heart of the Cass Corridor also known at the time as the "Murder Capital of the World." We turned a rat infested,

trash filled, gutted and abandoned building into an active, viable veterans service center which still operates today and I am proud to have attained the rank of president in 2013. The center has housed and hosted a myriad of programs and events over the years including; town hall meetings, parades, neighborhood services, children's programs, Angel's Night headquarters and much, much, more. Today we host the Detroit Veterans Day Parade which had nearly 5000 participants last year, this included around 1000 Detroit Public School Junior ROTC cadets (which as an educator made me prouder than ever to be a Detroiter).

In 1989 I was asked by then governor, James Blanchard to serve on the Michigan Vietnam Memorial Monument Commission. I spent thirteen years working under three governors to acquire a site, develop a design, raise funding and support. In 2001, on Veterans Day, we dedicated the world class memorial on the capitol grounds. Throughout this effort and because of my involvement with our veterans I learned that not only were our Vietnam vets shunned and ignored, but so many others as well. The Korean War vets known as the "Forgotten Warriors" first got my attention, and then I learned about the "Polar Bears," Detroiters who fought the Bolsheviks on Russian soil after WWI. Then there was the Tuskegee Airmen, the Montford Point Marines who waited 70 years to be recognized. Additionally, there were our Colored and Native American troops who fought in the Civil War. The list goes on and on.

Our military history is so rich yet we do not have much to show for it. What there is has fallen into ruin and decay. Fort Detroit, Fort Wayne, the Broadhead Naval Armory, the Michigan State Fair 1939 War Memorial (which is crumbling), Douglas MacArthur (Belle Isle) bridge, Arsenal of Democracy, Rosie the Riveter, the Cold War Nike missile bases, just to name a few. So here we stand on the banks of the Detroit River where US military history so proudly hails and we have not honored nor have we recognized our many soldiers, sailors, marines, airmen, and coast guard members.

The Detroit Chapter of Vietnam Veterans of America formerly at the corner of Woodward at Temple had established a "park" to honor all our veterans which was originally supported by Mayor, Coleman A. Young and his council in the early 1980's. The veterans have maintained, cleaned, managed and improved the land for over thirty years. Plans were drawn and funds raised to complete the project and dedicate it to the people of Detroit. Recent area development plans raised questions as to whether that was the best site for the park. It was suggested by the DEGC, City Council, Planning and Development people that we search for a new site. It was recommended that we look at Cass Park or Gabriel Richard Park on the river. All agreed that these options would be the best place for all the above reasons.

We have the support of area politicians, the metro Detroit veteran community, WSU department of history, the UAW and many more. The main issue is addressing the matter of exactly where the park will be. We have a preliminary design, site survey and marketing strategies as well as experienced people who have succeeded in projects such as this in the past. As with the State Vietnam Memorial and most others, site control is paramount to any further advancement in the goal.

There are hundreds of thousands of Detroiters of all races, colors and creeds who have put their lives on the line serving this nation for you and for me. Isn't it time we step up and do something to honor and recognize them?



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Lesich

MAYOR PRO-TEM

Sherry Stein

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry Jr.

Patrice M. Schornak

Dana Sutherland

March 14, 2024

To Whom it May Concern:

The City of Fraser is honored to endorse and support the Veterans Memorial of Detroit, Inc. (VMoD) and their effort for the establishment of an all-veteran's recognition project for our Detroit Area service men and women of all US wars and conflicts. Detroit has been an integral part of preserving and defending the fundamental freedoms and beliefs that have made this country great.

Long known as the "Arsenal of Democracy" and providing troops and military support through numerous wars and conflicts, Detroit has fallen behind in recognizing these contributions. We currently have an opportunity to do just that.

With the exciting rebirth of the city, it is time to incorporate the acknowledgement of these heroic Americans into our redevelopment. The VMoD has made tremendous strides to make this goal a reality. The City of Fraser stands by this effort and lends its support to achieving this mission.

Sincerely,

Fraser City Council

Michael Lesich, Mayor

Dana Sutherland, Mayor Pro-Tempore

Amy Baranski, Councilmember

Patrick O'Dell, Councilmember

Kenny Perry Jr, Councilmember

Sherry Stein, Councilmember

Patrice Schornak, Councilmember



OFFICE OF CONGRESSMAN JOHN JAMES
MICHIGAN'S TENTH DISTRICT

March 07, 2024

To whom it may concern,

I am writing to express my wholehearted support for the construction of the Veterans Memorial of Detroit, Inc. As a proud member of the Detroit community and an Army Combat Veteran, I firmly believe that establishing such a memorial is not only important but imperative to recognizing the immense sacrifices made by our local veterans.

Long known as the "Arsenal of Democracy", the Detroit area has a rich history of military service, with veterans who have bravely served our nation in over 14 conflicts. These individuals have selflessly put their lives on the line to protect our freedoms and uphold the values we hold dear. It is essential that we honor their dedication, courage, and sacrifices.

The Veterans Memorial of Detroit would serve as a poignant tribute to all those who have served our nation in the Detroit area. By providing a space for remembrance and reflection, this memorial would ensure that the contributions of our veterans are never forgotten. It would also serve as a place of education, allowing future generations to learn about the profound impact of war and the importance of honoring those who have served.

Furthermore, the establishment of the Veterans Memorial of Detroit would provide appropriate recognition for the diverse group of individuals who have served in our community. Regardless of their branch of service, background, or rank, all veterans deserve to be acknowledged for their service and sacrifice. This memorial would serve as a symbol of unity, bringing together our community to honor and pay tribute to those who have served.

In conclusion, I urge you to move forward with the construction of the Veterans Memorial of Detroit. By doing so, we will not only honor the brave men and women who have served our nation but also ensure that their legacy lives on for generations to come.

Thank you for your dedication to this important cause.

Sincerely,

A handwritten signature in black ink, appearing to read "John James", is positioned below the word "Sincerely,".

Representative John James
Michigan's 10th District



Detroit Public Safety Foundation

To whom it may Concern:

The Detroit Public Safety Foundation is pleased to endorse and support the Veterans Memorial of Detroit, Inc. (VMoD) for the establishment of an all-veteran's recognition project for our Detroit area service men and women of all US wars and conflicts. Detroit has been an integral part of preserving and defending the fundamental freedoms and beliefs that have made this country great. Many of our officers and firefighters are veterans who have been called to service in many conflicts.

Long known as the "Arsenal of Democracy," and providing troops and military support through numerous wars and conflicts, Detroit has fallen behind in recognizing these contributions. We currently have an opportunity to do just that.

With the exciting rebirth of the city, it is time to incorporate the acknowledgement of these heroic Americans into our redevelopment. The VMoD has made tremendous strides to make this goal a reality. Detroit Public Safety Foundation stands by this effort and lends its full support to achieving this mission.

The terms: "Veterans Memorial at Cass Park," "Freedom is Not Free," "Veterans Pathway," "Avenue/Arsenal of Democracy," and "Freedom Bridge" referred to in these efforts have more significance than ever before. Therefore, we encourage all patriotic Americans to join us in supporting this long overdue project.

Sincerely,

A handwritten signature in blue ink, which appears to read "Patti Kukula", is written over the printed name.

Patti Kukula

Executive Director

Feb. 15th, 2024

Dear City of Detroit,

I am writing to support and endorse the Veterans Memorial of Detroit, Inc. (VMoD) project that is being led by the Vietnam Veterans of America, Chapter 9 for this proposed permanent memorial in tribute to our Metro Detroit veterans.

How wonderful is it that we have such a dynamic group of veterans based in Detroit who care deeply not only about our history of the men and women who have put on a uniform for our country but also are so active in helping our aging veteran population with the many complicated issues they have from housing to medical care.

I am certain a monument of this scale, which has been in the works for years, will stand as a testament to not only the veterans who have long passed on but also as a reminder of the veteran community and its leadership that is still extremely active in our lives each and every day.

I support and endorse this new memorial and hope that everyone that is part of the City of Detroit's governing body will also.

Sincerely,



Keith Famie
Director / Producer
Visionalist Entertainment Productions
famie@famie.com



January 31, 2024

To whom it may Concern:

Mary and Ron Lamparter, owners of DC3S, are pleased to endorse and support the Veterans Memorial of Detroit, Inc. (VMoD) for the establishment of an all-veteran's recognition project for our Detroit area service men and women of all US wars and conflicts. Detroit has been an integral part of preserving and defending the fundamental freedoms and beliefs that has made this country great.

Long known as the "Arsenal of Democracy," and providing troops and military support through numerous wars and conflicts, Detroit has fallen behind in recognizing these contributions. We currently have an opportunity to do just that.

With the exciting rebirth of the city, it is time to incorporate the acknowledgement of these heroic Americans into our redevelopment. The VMoD has made tremendous strides to make this goal a reality. Mary and Ron Lamparter stand by this effort and lends our full support to achieving this mission.

The terms: "Veterans Memorial at Cass Park," "Freedom is Not Free," "Veterans Pathway," "Avenue/Arsenal of Democracy," and "Freedom Bridge" referred to in these efforts have more significance than ever before. Therefore, we encourage all patriotic Americans to join us in supporting this long overdue project.

Sincerely,

Mary and Ron Lamparter



Fraser City Council Agenda Item

SUBJECT TITLE:	MDOT Groesbeck Storm Agreement	DATE SUBMITTED:	3/6/24
PREPARED BY:	Michael Vigneron - AEW	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
Request that City Council approve the agreement with the Michigan Department of Transportation for MDOT's share of operation and maintenance costs of the City's sanitary sewer system resulting from MDOT's storm water discharge into the City's sanitary sewer system. This condition was discovered, and MDOT was put on notice, in October 2017. This agreement would allow retro-active compensation to the City dating to 2017, and going forward until the condition is rectified. This results in approximately \$20,000 a year to the City of Fraser from MDOT. AEW has been negotiating the terms with MDOT over the last several years and acknowledge the terms and methodology for calculating MDOT's share of the O&M costs is consistent with similar agreements MDOT has with other municipalities.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: \$20,000 per year (estimated revenue)			
Account Number(s): 592-000-675.000			
Requires Budget Amendment:		☒ NO ☐ YES - Amount:	
Requires Reoccurring Charges:		☒ NO ☐ YES - Amount:	
Requires Travel Expenses:		☒ NO ☐ YES - Amount:	
Offset by Grant Funding:		☒ NO ☐ YES - Amount:	
Additional Information:			
ATTACHMENTS			
MDOT AGREEMENT IS ATTACHED			
RECOMMENDED MOTION(S)			
Motion to adopt a resolution to approve Contract 23-5213 with the Michigan Department of Transportation and authorize the City Manager to sign the contract on behalf of the City of Fraser.			

SPECIAL TRUNKLINE
UTILITY WORK
BY LOCAL AGENCY

DA	
Control Section	M 33014 (50031)
Job Number	217386CON
Contract	23-5213

THIS CONTRACT is made and entered by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF FRASER, a Michigan municipal corporation, hereinafter referred to as the "CITY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the use and maintenance of water treatment systems that carry storm water runoff from Highway M-97 (Groesbeck Highway) within the corporate limits of the City of Fraser, Michigan.

WITNESSETH:

WHEREAS, the CITY is undertaking water treatment facility construction projects and has requested the DEPARTMENT'S participation in the cost of constructing a portion thereof which will also accommodate storm water runoff treatment from portions of Highway M-97 (Groesbeck Highway); and

WHEREAS, the DEPARTMENT has determined it to be in the public interest to participate in the use and maintenance of that portion of the CITY'S sewer treatment system construction projects which treat storm water runoff from Highway M-97 (Groesbeck Highway) and said sewer treatment system construction projects are hereinafter referred to as the "PROJECT", are located as shown on "EXHIBIT A", dated April 14, 2023, attached hereto and made a part hereof, (consisting of page 1), and is further described as follows:

Operation and maintenance of existing storm water runoff treatment system located in the vicinity of Highway M-97 (Groesbeck Highway) in order to adequately accommodate the storm water treatment of DEPARTMENT drainage, including any operational costs of the storm water treatment system; together with necessary related work, located within the corporate limits of the City of Fraser, Michigan; and

WHEREAS, the CITY has designed the PROJECT with sufficient capacity to accommodate storm water runoff from portions of Highway M-97 (Groesbeck Highway) as provided herein; and

WHEREAS, the DEPARTMENT'S participation in the PROJECT for benefits in the form of a storm water treatment for parts of the State trunkline highway is based on the ratio of the runoff attributed to the State trunkline highway to the runoff from the entire drainage area served by the PROJECT as derived from those Contract Areas and coefficients of runoff ("CA" factors) detailed on EXHIBIT A; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this contract. The term "PROJECT COST", as herein used, is hereby defined as the operational cost for the fiscal year for the storm water treatment facilities for each Contract Area.

2. The CITY shall perform all the PROJECT work. The performance of PROJECT work will be subject to the following provisions:

- A. The CITY will design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT shall not relieve the CITY of its obligation hereunder. It is understood that construction work for CONTRACT SERVICE AREA 01 has been completed by the CITY.
- B. The CITY will comply with all applicable State, Federal and local statutes, ordinances and regulations, and obtain all permits that are required for the performance of the PROJECT work.

3. The PROJECT COST shall be charged to and paid by the DEPARTMENT through Michigan Drainage Assessment Funds, and the CITY in the following proportions and in the manner and at the times hereinafter set forth:

DEPARTMENT	0.4157%
CITY	99.5843%

4. In order to fulfill the obligations assumed by the DEPARTMENT under the terms of this contract, the DEPARTMENT shall make prompt payment to the CITY for its share of the PROJECT COST upon execution of this contract and receipt of billing from the CITY for work performed.

All billings submitted to the DEPARTMENT, for reimbursement for items of work performed under the terms of this contract, shall be prepared in accordance with the procedures of the DEPARTMENT. All billings shall be labeled with the Contract Area number, Fiscal Year, and Installment Number and forwarded to the following address:

James Davis
Michigan Department of Transportation
Environmental Division, Hydraulics and Drainage Section
P.O. Box 30050
Lansing, Michigan 48909

Following an initial billing, all subsequent billings for work submitted billed in two installments yearly for the operation and maintenance costs for each of the Contract zones in accordance to the above listed apportionment percentages. The billing information shall include a fiscal operational and management budget worksheet including any debit or credit from previous fiscal year.

5. The CITY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The CITY shall maintain the RECORDS for at least three (3) years from the date of final payment made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the CITY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, scan, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the CITY shall assure compliance with the above for all subcontracted work.

Final settlement of costs shall be made upon completion of all PROJECT work and final audit by the DEPARTMENT. In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the CITY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the CITY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the CITY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the CITY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that

documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The CITY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the CITY, the CITY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the CITY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the CITY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the CITY under this contract or any other agreement, or payable to the CITY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The CITY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the CITY in a timely filed RESPONSE.

6. The financial participation by the DEPARTMENT, in the storm water treatment portion of the PROJECT, being based on benefits in the form of adequate storm drain outlet for parts of the trunkline highways, shall entitle the DEPARTMENT to continuous and uninterrupted use of the joint storm sewer constructed and storm water treatment facilities as the PROJECT and the outlets therefrom, and no action shall be taken by the CITY at any time which would reasonably interfere with or restrict the ability of the PROJECT or the outlets therefrom to handle the DEPARTMENT'S drainage requirements as long as the trunkline highways waters do not exceed the CA (runoff coefficient x area) shown on EXHIBIT A. As modifications or alterations are made with in any portion of the PROJECT in the future that will change the use of the joint storm sewer and storm water treatment facilities as described in shown on EXHIBIT A., the CA (runoff coefficient x area) and resulting apportionment percentage will be recalculated and the agreement updated to reflect the changes.

7. The CITY is responsible for the discharge from any connections it permits to the storm sewer treatment systems to protect water quality in the waters of the State. If the DEPARTMENT or CITY discovers the potential of any illicit connections that may impact the discharge of the storm sewer system, each party will immediately notify the other and the Michigan Department of Environment, Great Lakes, and Energy or any state or federal agency responsible for the water quality. For illicit connections outside the DEPARTMENT'S right-of-

way, the CITY by authority of its ordinances shall have the illicit connections immediately removed as permissible by statute.

8. Upon completion of construction, the facilities being constructed as the PROJECT shall be owned, operated and maintained by the CITY. The DEPARTMENT shall be billed a maximum of two installments yearly for the use and maintenance costs for each of the Contract zones in accordance to the above listed apportionment percentages. The apportionment percentage may be adjusted as needed if DEPARTMENT drainage is changed and/or lands are added or removed.

9. The CITY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the CITY shall require its contractors and subcontractors to comply with the same.

10. This contract is not intended to increase or decrease either party's liability or immunity from tort claims.

11. All work performed in connection with the PROJECT will be subject to the provisions of 1925 P.A. 17, Subsection 2, MCLA 250.62, but any reference to State Highway Commission shall be deemed to be the DEPARTMENT for the purposes of this section.

12. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof.

13. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the CITY and for the DEPARTMENT; upon the adoption of a resolution approving said contract and authorizing the signatures thereto of the respective officials of the CITY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

CITYOF FRASER

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



EXHIBIT A
CITY OF FRASER
CONTRACT AREA 01
STORMWATER TREATMENT AREA

CS: 50031
GROESBECK HWY. (M-97)
APRIL 14, 2023

CONTRACT AREA 01
(CA01) STORMWATER
TREATMENT AREA

27.1 ACRES

MDOT AREA (M-97) TREATED BY CSO IN
CONTRACT AREA 01 = 3.98 ACRES

FRASER AREA TREATED BY CSO IN
CONTRACT AREA 01 = 23.12 ACRES

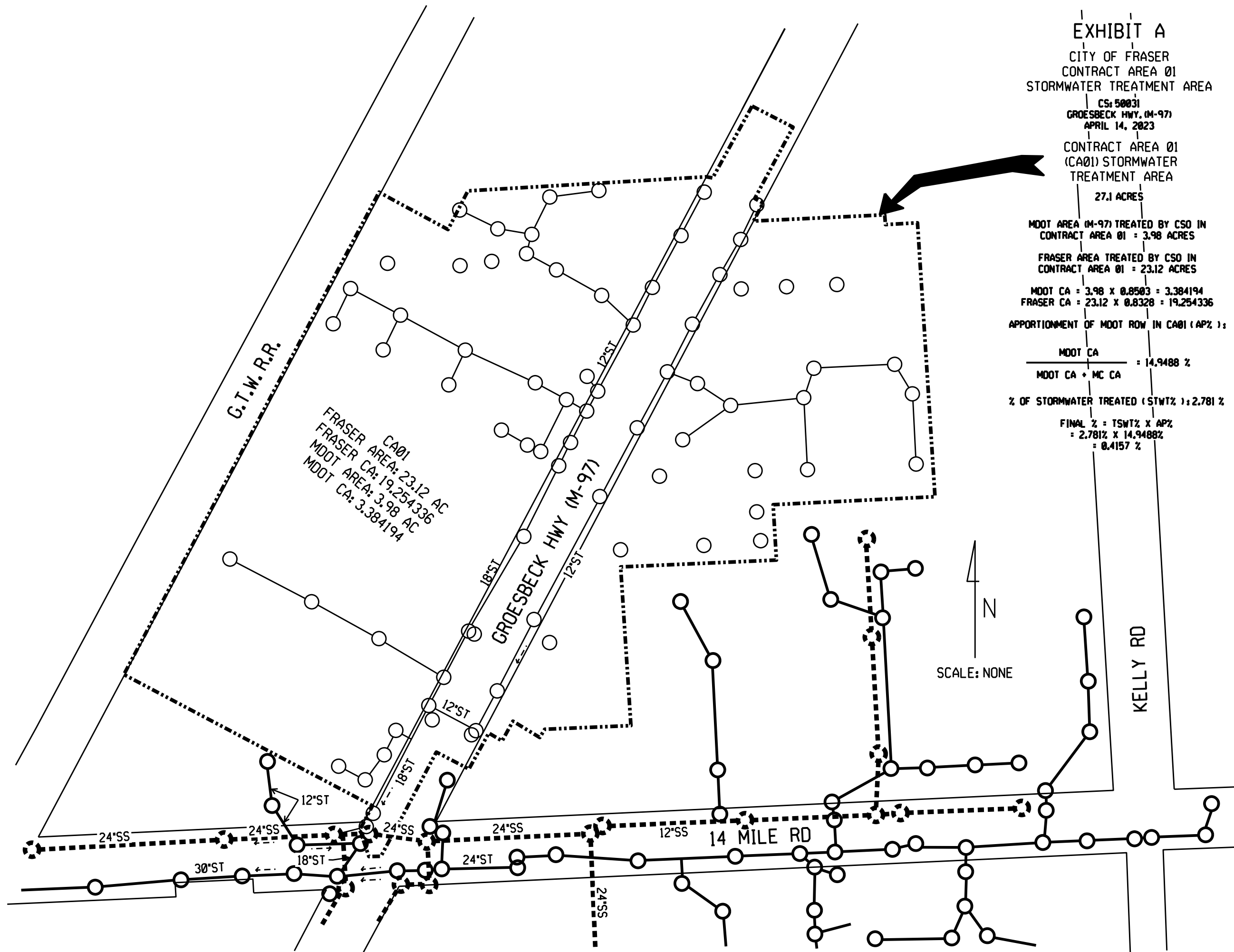
MDOT CA = $3.98 \times 0.8503 = 3.384194$
FRASER CA = $23.12 \times 0.8328 = 19.254336$

APPORTIONMENT OF MDOT ROW IN CA01 (AP%):

$$\frac{\text{MDOT CA}}{\text{MDOT CA} + \text{MC CA}} = 14.9488\%$$

% OF STORMWATER TREATED (STWT%): 2.781%

$$\begin{aligned}\text{FINAL \%} &= \text{STWT\%} \times \text{AP\%} \\ &= 2.781\% \times 14.9488\% \\ &= 0.4157\%\end{aligned}$$



APPENDIX A

PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011



Fraser City Council Agenda Item

SUBJECT TITLE:	Masonic Pump Station Engineering	DATE SUBMITTED:	3/6/24
PREPARED BY:	Michael Vigneron - AEW	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
Request that City Council approve the engineering services for the Masonic Stormwater Pump Station upgrades funded with ARPA. The engineering services proposal is in accordance with the standing agreement between AEW and the City of Fraser.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: \$198,000 (estimated)			
Account Number(s): 101-441-801.000			
Requires Budget Amendment:		☒ NO ☐ YES - Amount:	
Requires Reoccurring Charges:		☒ NO ☐ YES - Amount:	
Requires Travel Expenses:		☒ NO ☐ YES - Amount:	
Offset by Grant Funding:		☐ NO ☒ YES - Amount: 100%	
Additional Information:			
ATTACHMENTS			
AEW PROPOSAL IS ATTACHED.			
RECOMMENDED MOTION(s)			
Motion to approve the engineering services for the Masonic Stormwater Pump Station upgrades with AEW in accordance with the standing agreement between AEW and the City of Fraser.			



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia

586.726.1234 | www.aewinc.com

March 5, 2024

Elaine Leven, City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Reference: Proposal for Professional Services

Masonic Detention Basin Pump Station Upgrades

Dear Ms. Leven:

We are pleased to submit to you our proposal to provide engineering services on the above referenced project.

Understanding of the Project

The City of Fraser has committed ARPA funds to upgrade the Masonic Stormwater Detention Basin facility, including detention basin and pump station upgrades.

Detention basin work will include clearing and stabilizing the banks, dredging the bottom of the basin and improving the pump station intakes. The pump station improvements will include new pumps, controls, emergency backup generator and other station improvements.

The estimated construction costs for this project is approximately \$1,200,000.

All ARPA monies must be obligated by December 31, 2024 and spent by December 31, 2026. Based on these dates, we anticipate the following schedule:

Finalize Engineering Design for Bidding	June 2024
Bid Approval by City Council	Aug. 2024
Begin Construction	Fall 2024
Complete Construction	Fall 2025



Elaine Leven
March 5, 2024
Page 2

Fee for Professional Services

We propose the engineering fees for this project to be in accordance with our existing agreement as follows:

- 1) Design Engineering
The fee for preliminary engineering work can be estimated at 6.1% of estimated construction costs or \$73,200.00.
- 2) Construction Staking, Contract Administration and Inspection
Fee to be on an hourly charge basis for the various personnel as required in accordance with the current hourly rate schedule. For budget purposes, you may estimate Construction Staking, Contract Administration and Inspection costs at 10% of the construction cost or \$120,000.00.
- 3) Testing and Lab Services
Work for density and concrete testing, as required, will be billed at actual cost as invoiced in accordance with our Agreement. For budget purposes, you may estimate this cost at \$5,000.00.

A summary of estimated engineering fees for this project are as follows:

Design Engineering	\$73,200.00
Construction Staking, Contract Ad. and Inspection	\$120,000.00
Testing and Lab Services	\$5,000.00
Total Estimated Engineering Fees	\$198,200.00



Elaine Leven
March 5, 2024
Page 3

If you have any questions or require any additional information, please advise.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

A blue ink signature of Michael A. Vigneron, written over a horizontal line.

Michael A. Vigneron, PE
Vice President | Director of Engineering

Accepted By

Signature

Printed Name, Title

Date

M:\0999\0999-0852\2024\MAV\Fraser\MasonicPumpStation_240305.docx



Fraser City Council Agenda Item

SUBJECT TITLE:	ALS Response Request	DATE SUBMITTED:	March 1, 2024
PREPARED BY:	Director Samantha Kretzschmar	NEW OR RETURNING:	NEW
SUMMARY OF REQUEST			
The Public Safety Department is requesting to add an additional Advanced Life Support (ALS) service to the one we have now. This will require the addition of two fulltime Fire Fighter/EMT's to support the second ambulance.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable			
Amount: Approximately \$100,000 in startup equipment and approximately \$160,000 per year (including family benefits) for two (2) Fire Fighter/EMT's.			
Account Number(s): 210-301-742.000			
Requires Budget Amendment: ☐ NO ☒ YES - Amount:			
Requires Reoccurring Charges: ☐ NO ☒ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
SEE ATTACHMENTS FOR FURTHER INFORMATION.			
RECOMMENDED MOTION(S)			
Motion to approve the addition of a second ALS ambulance along with the hiring of two full time Fire Fighter/EMT's.			



Memo

To: City Manager Elaine Leven
From: Director Samantha Kretzschmar
Date: March 4, 2024
Re: Additional ALS Service

Good morning,

The Fraser Department of Public Safety has seen a significant increase in the number of medical calls that the department has responded to over the last several years. This increase in medical calls is also being recognized by our neighboring mutual aid partners in their own jurisdictions. Information attached to this document will show the data compiled regarding the number of medical calls received by this department over the last two years. As equally important, and the reasoning behind this request, are the number of calls that required the assistance of mutual aid by a neighboring jurisdiction. The Fraser DPS also provides mutual aid to those neighboring jurisdictions when requested, however, the number of Fraser calls for service that require us to ask for mutual aid is significantly higher, nearly 2 to 1 on average, than the assistance we provide to others.

In 2022, Fraser EMS responded to 1,910 medical calls for service. In 2023, we responded to 1,992 medical calls for service. The medical calls for service have been on a steady increase and there is no reason to believe this trend will reverse. 30 years ago, the residents of Fraser voted to pay a millage to offset the cost for providing its own advanced life support (ALS) ambulance service. This millage brings in the majority of the revenue to supply this service. The second source of funding comes from transport fees collected for medical runs where services are rendered. Accumulated, our billing provider, shows that currently the Fraser DPS Ambulance service collects \$429.85 per billable ambulance run. The Fraser DPS Ambulance service collects only on calls for service that we respond to, not where mutual aid has been given.

The heaviest call volume for medical calls for service has consistently proven to be between 7 am and 7 pm. Mutual aid that's been received and provided over this two year time frame is 466 calls for service. Of those mutual aid calls, 76% have been between the hours of 7 am and 7 pm. The addition of a second ambulance will allow us to better provide the service that the residents voted for years ago while utilizing other jurisdictions less. Having this second ambulance will also alleviate the need for two (2) PSO's on each run and allow them to stay in service to handle other police and fire functions, and to be in the city while EMS is transporting patients to hospitals out of the city. Providing this second ambulance will help alleviate the strain on road personnel as well as the strain other jurisdictions are realizing as they provide service to us. The second ambulance will need to be supplemented by staffing it with two full time fire fighter/EMT's. These two EMT's will work 12 hour shifts (opposite from each other) from 7 am to 7 pm everyday along with the Fire fighter/paramedics that we employ on 24 hour shifts. EMT's earn less money per hour than do paramedics as their medical licensure is lesser.

The Fraser DPS has two ambulance rigs at this time with only one of them being in service at any time. Squad 1 is the main, and newer, ambulance with Squad 2 being utilized only if Squad 1 is out of service for repair. We would place Squad 2 in service from 7 am to 7 pm to fill this need of having two ambulance's in service per day. This rig is older and will need to be replaced in the near future. New ambulance rigs take up to two years from ordering.

It will cost roughly \$100,000 to buy the equipment needed to classify Squad 2 as an ALS provider. Additionally, the 2 EMT's hired to staff it will cost about \$80,000 in base salary each including benefits for a family.

Attached to this memo are the data compiled by Captain Gillies regarding the medical calls for service from the last two years, along with a very detailed explanation of the history, finances, and reasoning for this request. We've been advised that it will take six to ten months from the time of order to obtain some of the sophisticated electronics needed, such as a heart monitor and Lucas device. This equipment is required to consider the ambulance an ALS service which is why the timeliness of this request is important.

Respectfully Submitted,





City of Fraser
Department of Public Safety
Police-Fire-Ambulance
33000 Garfield Fraser, Michigan 48026
(586) 293-2000 Fax (586) 296-8480

Director Kretzschmar,

Over the past several years, the Fraser Department of Public Safety has seen a significant increase in the number of medical runs that our Advanced Life Support Ambulance is responding to. This increase in medical calls has required our department to rely on mutual aid ambulance from a neighboring jurisdictions if a second or third medical call comes in while our ambulance is occupied on a medical call or patient transport.

Information compiled from January 2022-December 2023 revealed the following information as it relates to mutual aid ambulance runs both received by the City of Fraser and provided by the City of Fraser. Also attached are the spreadsheets of the monthly statistics related to these ambulance calls.

Medical Call Summary

In 2022, Fraser Department of Public Safety responded to 1,910 medical calls. In 2023 the department has responded to 1,992 medical calls. This is an increase of 82 medical calls from 2022 to 2023.

This high volume of medical calls is not unique to our department. I contacted Roseville Fire Department who informed me that their department also experienced an increase in medical transports in 2023. I also contacted St. Clair Shores Fire Department, who advised they have seen an increase of 20 medical calls from 2022-2023. The increase in call volume experienced by these two departments could potentially affect their ability to provide mutual aid to Fraser as their ambulances may not be available to respond when requested.

Mutual Aid Received

The high volume of medical calls we receive also causes numerous requests made by our department for mutual aid from neighboring departments. In 2022, Fraser Department of Public Safety requested mutual aid from neighboring departments 154 times. In 2023, the department has requested mutual aid 143 times.

The Fraser Department of Public Safety currently has letters of agreement from the below listed departments, which the department agree to provide ambulance mutual aid to Fraser when requested if they have an ambulance available (January 2024-December 2024):

1. Roseville
2. St Clair Shores
3. Harrison Township

Fraser Department of Public Safety is also able to contact Medstar and Universal Ambulance for assistance, but these requests aren't always able to be met by private EMS companies. Our department currently encounters this limited availability when patients request to be transported to hospitals that are outside of our network and neither company has an ambulance available. Many of these calls result in the patient being transported by friends or family in their personal vehicles.



City of Fraser

Department of Public Safety

Police-Fire-Ambulance
33000 Garfield Fraser, Michigan 48026
(586) 293-2000 Fax (586) 296-8480

Mutual Aid Provided

In 2022, the Fraser Department of Public Safety provided ambulance mutual aid 72 times. In 2023 the department provided mutual aid 81 times.

Fraser Department of Public Safety has provided ambulance mutual aid to three municipalities since January of 2022.

1. Roseville (Fraser provided mutual aid 139 times)
2. St. Clair Shores (Fraser provided mutual aid 13 times)
3. Eastpointe (Fraser provided mutual aid one time)

Denied Mutual Aid

On October 19, 2022 our department was in need of mutual aid ambulance assistance. Roseville and St. Clair Shores did not have an ambulance available, at which time SERESA Dispatch contacted Sterling Heights Fire Department. Sterling Heights Fire Department did not have an ambulance available, at which time SERESA contacted Warren Fire Department in attempt to utilize one of their ambulances. SERESA was informed by Warren Fire Department that no ambulance mutual aid agreement was in place and no ambulance was going to be sent from Warren. A PSO/EMT was on scene with the patient while SERESA attempted to locate an ambulance to cover this ambulance call. Fraser's ambulance was able to clear the hospital and responded to the call. Warren Fire Department was subsequently removed from our ambulance borrowing order list held at SERESA Dispatch.

On February 7, 2023 our department was in need of mutual aid ambulance assistance. SERESA Dispatch contacted Sterling Heights Fire Department, who was able to provide a mutual aid ambulance for this call. Several hours later, our department was contacted by Sterling Heights Fire Department who advised they did not have a mutual aid agreement with our department for ambulances. Sterling Heights Fire Department advised they have requirements for an engine and personnel to be on scene for mutual aid medical calls, which isn't a need we are able to meet with our current response and personnel package. Sterling Heights Fire Department was subsequently removed from our ambulance borrowing order list held at SERESA Dispatch.

No Ambulance Available

On October 28th 2023 personnel were dispatched to an address in Fraser for an elderly male who was having difficulty breathing. Fraser Squad One was on a call and unavailable for this medical, with PSOs dispatched per normal procedure. A short time after arriving on scene, PSOs were advised by SERESA that no ambulance was available. PSOs were stuck making the difficult decision of waiting for an ambulance to become available or transporting the patient in their patrol car. In this situation, the EMT PSO on scene deemed transporting the patient in their patrol car was the best option for the patient. While the PSO handled the situation to the best of their abilities, it is a situation that has been feared could occur.



City of Fraser

Department of Public Safety

Police-Fire-Ambulance
33000 Garfield Fraser, Michigan 48026
(586) 293-2000 Fax (586) 296-8480

Current Ambulance Response Personnel

The Fraser Department of Public Safety currently has five full time Firefighter/Paramedics working 24-hour shifts, with one in training. The staffing breaks down to one FF/Paramedic on three separate platoons, with one platoon having two FF/Paramedics assigned to it. This provides coverage every day of the week for 24 hours. The fifth FF/Medic is assigned to swing responsibilities, where their purpose is to cover the scheduled paid time off of the two single platoon FF/Paramedics. This coverage isn't required all of the time, so there are days where the fifth FF/Medic works as a partner to one of the single platoon FF/Paramedic. Once the department has six full time FF/Paramedics fully trained, it is the intention that two FF/Paramedics will be assigned to three platoons. This will provide 24 hour coverage by two FF/Paramedics.

When a medical call is received by SERESA dispatch, the ambulance is dispatched with the full time FF/Paramedic and two PSOs (one must be an EMT). If there are two FF/Paramedics working, only one PSO is dispatched to the call. For most medical calls, the PSOs will remain on scene until the ambulance clears with a refusal or begins transport to the hospital. Most transports involve the FF/Paramedic and one additional personnel (EMT) transporting to the hospital. In higher priority calls, the FF/Paramedic and two personnel will complete the transport to the hospital.

Currently, there are 13 PSOs who are licensed as EMTs. This provides adequate coverage of the ambulance with three PSO/EMTs on midnight shift, three PSO/EMTs on day shift and five PSO/EMTs on afternoon shift. Scheduling currently requires one PSO/EMT must be scheduled on every shift to respond on medical calls with the ambulance.

Current Ambulance Fleet

Currently the Fraser Department of Public Safety has two ambulances. The newest ambulance (Fraser Squad One) is utilized as the department's primary Advanced Life Support ambulance. Fraser Squad Two currently serves as a reserve ambulance that is placed in service when Squad One is out of service.

The department currently only has the required equipment to operate one State of Michigan licensed ALS ambulance. The process of placing Squad Two in service as the primary ambulance involves the on-duty FF/Paramedic taking all ALS equipment from Squad One and transferring it to Squad Two. This transfer of equipment allows Squad Two to assume the State of Michigan ALS license.

Options

With this increase in medical call volume, the Fire Division of the Department of Public Safety feels it is important to research possible options to address this strain on our current response package for medical calls.



City of Fraser

Department of Public Safety

Police-Fire-Ambulance
33000 Garfield Fraser, Michigan 48026
(586) 293-2000 Fax (586) 296-8480

Maintain Status Quo

Maintaining our current response package will leave the department relying on mutual aid for any second medical calls that are received. This option is currently working, but causes our department to rely on other departments. The current increase in call volume could place additional strain on mutual aid agreements as the number of requests will increase. While the department has agreements in place through 2024, there is no guarantee that neighboring departments will continue to enter into these agreements as their calls are also increasing.

Both Roseville and St. Clair Shores are experiencing an increase in the number of transports conducted by their ambulances. These increases experienced by our mutual aid departments could prevent them from having units available to provide mutual aid.

Another issue with mutual aid is the level of service provided by responding units. There have been two occasions in the past 12 months where I have received a complaints from our personnel on scene about the manner which neighboring personnel provided patient care. While these complaints weren't an issue that reached the level of filing official reports with their department, they are issues we would be able to control if the complaints were against our personnel.

Adding a Second 24hr ALS Ambulance

The department currently has a second ambulance that is operational (Fraser Squad Two) but currently serves as a reserve, that isn't licensed as a full-time ALS ambulance. If the department was able to obtain the required medical equipment, it could be licensed by the State of Michigan as an ALS ambulance. Based on research conducted by personnel, the cost to purchase the necessary equipment to make this a fulltime ALS ambulance would be roughly \$100,000. This amount would cover the purchase of a new LIFEPAK 15 cardiac monitor (\$60,036.92) LUCAS chest compression system (\$28,258.75) iPad with cellular plan (\$2,000) miscellaneous medical equipment (\$6,500).

If approved, the department would also begin researching the purchase of a new ambulance. The current Fraser Squad Two is a 2012 Chevrolet Express with 111,080 miles. Squad Two has proven to be reliable as a backup, the additional strain of being used as a front line ambulance could shorten its already extended lifespan. Fraser Squad One was purchased in 2020 at a cost of \$256,152.00. Upon speaking to the General Manager of Emergency Vehicles Plus, I was informed that an ambulance similar to Squad One would cost roughly \$350,000 and take between one and a half to two years to take delivery.

This second ALS ambulance will also require additional staffing. Currently the department has five Firefighter/Paramedics who work 24 hour shifts. The department had previously received permission from the City Council to have staffing of six paramedics. The original staffing model of six paramedics would have 6 Firefighter/Paramedics assigned to three platoons (2 FF/Medics per platoon). This staffing model was created to allow the ambulance to have two personnel dedicated to the ambulance



City of Fraser

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response, but this will not increase the ability of the department to handle more than one medical run at a time.

The department could add a second ALS ambulance, with each ALS ambulance having a dedicated paramedic. Two Firefighter/Paramedics operating two ALS ambulances would leave a large liability for EMT coverage to be handled by the road patrol. Currently two PSOs are sent on medical runs, with one being an EMT. If a second ALS ambulance was placed in service, road patrol would be required to have two EMT PSOs per shift to ensure there is an EMT available for both ambulances. This strain on the road patrol personnel could be alleviated by adding a fulltime Firefighter/EMT position to the department.

Creating a fulltime Firefighter/EMT would allow the department to fully staff the second ambulance with two dedicated personnel at a lower expense to the department. Based on information provided by Human Resources, a starting hourly pay rate of \$20.00/hr would be in line with job postings in the area. A wage scale would be created for this position to allow for wage increases as the FF/EMT earns time in service with the department. This wage, with benefits factored would cost the Ambulance Fund an additional \$80,064.51 annually for an employee with a family medical plan and \$64,712.53 for an employee with an individual plan.

Having this second ALS ambulance in service 24hrs would require the department to hire three fulltime FF/EMTs on 24hr shifts. A fourth swing FF/EMT being ideal to allow for coverage of paid time off for the three FF/EMTs assigned to platoons.

Adding a Second 12 Hour ALS Ambulance

Researching the medical call volumes and mutual aid requests, a large portion of instances where a second ALS ambulance was needed occurred between 0700hrs to 1900hrs.

Total mutual aid provided and received Jan 2022-December 2023: **466**

Mutual aid provided and received Jan 2022-December 2023 from 0700-1900: **356**

Having a second ALS ambulance in service from 0700hrs-1900hrs would provide the department the opportunity to handle two ambulance runs simultaneously. This could be accomplished with the Firefighter/Paramedic staffing remaining at six total and adding two fulltime Firefighter/EMTs to the day shift 12 hour platoons. The Firefighter/Paramedics would remain on 24-hour shifts and the two Firefighter/EMTs would work platooned on 12 hour shifts from 0700-1900hrs. This would allow the department to provide daily coverage with a second ALS ambulance during the traditionally busiest call periods.

If a second medical call is received between 0700hrs-1900hrs, the 24-hour Firefighter/Paramedic will respond in the second ambulance with two PSOs (one being an EMT) in the same fashion they currently respond. After 7pm, the second ambulance would be shut down and the two Firefighter/Paramedics would respond to medical calls in one ambulance.



City of Fraser
Department of Public Safety
Police-Fire-Ambulance
33000 Garfield Fraser, Michigan 48026
(586) 293-2000 Fax (586) 296-8480

Current Funding

The Fraser Department of Public Safety ALS Ambulance currently has two main revenue sources, which are taxes (dedicated millage) and ambulance transport fees.

In 1994, the residents of Fraser voted to allow the City of Fraser to levy up to 1 mill for the purpose of defraying part of the cost of providing advanced life support emergency services. This millage will bring in an estimated \$566,062.00 for the budget year 2023-24.

The second source of revenue for the Ambulance Fund are ambulance transport fees. These fees are medical runs that a Fraser ambulance responds to, with the patient subsequently billed for medical services or transportation services provided. In budget year 2022-2023 (July 2022-June 2023), the ambulance transport fees brought in \$435,325.94 in revenue. Revenue in the previous budget year was \$352,163.93.

Recent information obtained from Accumed (medical billing provider), showed the Fraser Department of Public Safety Ambulance is currently recovering an average of \$429.85 per billable ambulance run (1,138 billable encounters in 2023).

Conclusion

While there is no way to predict the future, it is important as an administration that we prepare for it. Reviewing the data from 2022 and 2023, the need for our department to address this potential ambulance shortage is crucial.

Adding a second ALS ambulance from 0700hrs-1900hrs daily would take a large burden from neighboring departments to cover our city when our ambulance is unavailable. This will also provide a better service to our residents as they will now have an ambulance responding from our station instead of waiting for an ambulance to respond from Roseville or St Clair Shores.

There is currently adequate funding in the Ambulance Fund to cover the purchase of equipment and start up fees for a second ALS ambulance. Adding the position of FF/EMT to the department will also allow the department to have an additional firefighter available to respond with fire apparatus if a fire were to occur during their shift. These personnel would also be available for emergency call back if a large emergency incident were to occur when they are off duty. Additional salary and benefits for the additional FF/EMT personnel could also be absorbed by the Ambulance Fund, with potential increases in revenue through the additional ambulance transports that will be billed by the Fraser Department of Public Safety.

Respectfully Submitted,

Captain J. Gillies



ALS Ambulance Upgrade 2023

Quote Number: 10674553

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: CITY OF FRASER FIRE DEPT

Chicago, IL 60673-3308

Attn: Michael Pettyes

Rep:

Tim Hornak

pettyesm@fraserdps.com

Email:

tim.hornak@stryker.com

(586) 295-6045

Phone Number:

(231) 578-7801

Quote Date: 03/21/2023

Expiration Date: 06/19/2023

Delivery Address

Name: CITY OF FRASER FIRE DEPT

End User - Shipping - Billing

Name: CITY OF FRASER FIRE DEPT

Bill To Account

Name: CITY OF FRASER FIRE DEPT

Account #: 1069299

Account #: 1069299

Account #: 1069299

Address: 33000 GARFIELD RD

Address: 33000 GARFIELD RD

Address: 33000 GARFIELD RD

FRASER

FRASER

FRASER

Michigan 48026-1858

Michigan 48026-1858

Michigan 48026-1858

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	1	\$38,996.10	\$38,996.10
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	1	\$0.00	\$0.00
3.0	11577-000004	Station Battery Charger - For the LP15	1	\$1,851.75	\$1,851.75
4.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	3	\$454.50	\$1,363.50
5.0	11171-000082	Masimo RC Patient Cable - EMS, 4 FT.	1	\$252.00	\$252.00
6.0	11171-000049	Masimo Rainbow DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	1	\$644.25	\$644.25
7.0	11171-000050	Masimo Rainbow DCIP Pediatric Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	1	\$708.75	\$708.75
8.0	21300-008159	LIFEPAK 15 NIBP Straight Hose, 6'	1	\$69.00	\$69.00
9.0	11160-000011	NIBP Cuff-Reusable, Infant	1	\$21.75	\$21.75
10.0	11160-000013	NIBP Cuff-Reusable, Child	1	\$24.75	\$24.75
11.0	11160-000017	NIBP Cuff -Reusable, Large Adult	1	\$34.50	\$34.50
12.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	1	\$48.75	\$48.75
13.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	1	\$324.00	\$324.00



ALS Ambulance Upgrade 2023

Quote Number: 10674553

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Version: 1

Prepared For: CITY OF FRASER FIRE DEPT

Rep:

Tim Hornak

Attn: Michael Pettyes

Email:

tim.hornak@stryker.com

pettyesm@fraserdps.com

Phone Number:

(231) 578-7801

(586) 295-6045

Quote Date: 03/21/2023

Expiration Date: 06/19/2023

#	Product	Description	Qty	Sell Price	Total
14.0	11220-000028	LIFEPAK 15 Carry case top pouch	1	\$58.50	\$58.50
15.0	11260-000039	LIFEPAK 15 Carry case back pouch	1	\$83.25	\$83.25
16.0	11996-000471	4G Modem: Verizon Cellular (for use on Stryker data plan; purchased separately)	1	\$1,159.50	\$1,159.50
18.0	11600-000030	CODE-STAT 11 Data Review Seat License	1	\$3,009.85	\$3,009.85
19.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$19,014.25	\$19,014.25
20.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,166.25	\$1,166.25
21.0	11576-000071	LUCAS External Power Supply	1	\$369.00	\$369.00
22.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$693.75	\$693.75
23.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$139.50	\$139.50
Equipment Total:					\$70,032.95

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
17.0	78000168	KORE - Stryker data plan for modem (Verizon)	4	1	\$1,536.00	\$1,536.00
24.1	78000639	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	4	1	\$8,816.00	\$8,816.00
24.2	78000703	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	4	1	\$6,876.00	\$6,876.00
ProCare Total:						\$17,228.00



ALS Ambulance Upgrade 2023

Quote Number: 10674553

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Version: 1

Prepared For: CITY OF FRASER FIRE DEPT

Rep:

Tim Hornak

Attn: Michael Pettyes

Email:

tim.hornak@stryker.com

pettyesm@fraserdps.com

Phone Number:

(231) 578-7801

(586) 295-6045

Quote Date: 03/21/2023

Expiration Date: 06/19/2023

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$1,034.72
Grand Total:	\$88,295.67

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

Sgt. Poole

For second Squad.

[illegible]



Fraser City Council Agenda Item

SUBJECT TITLE:	Deficit Elimination Plan – Self Insurance fund and Motor Pool Fund	DATE SUBMITTED:	03/06/24
PREPARED BY:	Anjee Bansal, Finance Director	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. For fiscal year ending 2023, City of Fraser had deficit in two funds and it is required to submit a deficit elimination plan for Self Insurance fund and Motor Pool fund with a certified resolution to State of Michigan – Department of Treasury.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount:			
Account Number(s):			
Requires Budget Amendment: ☐ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☐ NO ☐ YES - Amount:			
Requires Travel Expenses: ☐ NO ☐ YES - Amount:			
Offset by Grant Funding: ☐ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
RESOLUTION NO. 2024-003 DEFICIT ELIMINATION PLAN (WILL SUBMIT TO STATE OF MICHIGAN) SELF INSURANCE FUND – 2023-24 PROJECTED REVENUE AND EXPENDITURE MOTOR POOL FUND – 2023-24 PROJECTED REVENUE AND EXPENDITURE LETTER FROM STATE OF MICHIGAN DATED FEBRUARY 14, 2024			
RECOMMENDED MOTION(S)			
Motion to approve the Deficit Elimination Plan for Self Insurance fund and Motor Pool fund.			



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry Jr.

Patrice M. Schornak

Sherry Stein

CITY OF FRASER

RESOLUTION NO. 2024-003

RESOLUTION APPROVING APPLICATION OF DEFICIT ELIMINATION PLAN FOR SELF INSURANCE AND MOTOR POOL FUNDS

At the regular City Council Meeting of the City of Fraser City Council held on Thursday, March 14, 2024, the following resolution was offered:

WHEREAS the City of Fraser Self Insurance Fund and Motor Pool Fund have deficit fund balances on June 30, 2023; and

WHEREAS, Public Act 140 of 1971 requires that a Deficit Elimination Plan be completed by the local unit of government and

NOW THEREFORE, BE IT RESOLVED that the City of Fraser City Council adopts the following as the City of Fraser Deficit Elimination Plan:

	SELF INSURANCE FUND	MOTOR POOL FUND
Unrestricted Net Position (Deficit) July 1, 2023	(404,043)	(254,535)
Revenue		
Billings to other funds	828,360	845,430
Interest Income		
Transfer from General funds	504,043	454,535
Total Revenue	1,332,403	1,299,965
Expenditure		
Personnel Services		92,864
Supplies		126,500
Contractual services		145,000
Maintenance and Outlay		480,000
Claims paid	906,612	
Insurance		100,000
Other Expenses		1,625
Non-operating		630
Depreciation		90,000
Total Expenditure	906,612	1,036,619
Projected unrestricted Net Position (Deficit)	21,748	8,811
	FY2024	FY2024
CA-CL (Deficit) July 1, 2023	(284,383)	(237,553)
Total Revenue	1,332,403	1,299,965
Total Expenditure	(906,612)	(1,036,619)
Back Depreciation		90,000
CA-CL (Deficit) June 30, 2024	141,408	115,793

Self-Insurance Fund:

- Self Insurance fund (Current Assets – Current Liability) deficit is \$284,383 as of July 1, 2023.
- Transfer from General Fund (\$504,043) -The Self Insurance Fund had a deficit in unrestricted net position of \$404,403 as of June 30, 2023. The unrestricted net position deficit will be covered by general unassigned fund balance, which was \$12,126,051 as of June 30, 2023. An additional transfer of \$100,000 from general funds will be made to Self Insurance fund for higher claim payments in the past years.
- The claims submitted under Self Insurance funds were not fully charged to other eligible funds in the past. Effective from FY 2023-24, the appropriate allocation of claims will be charged to other funds to reflect the true cost of those funds.

Motor Pool Fund:

- Motor Pool fund (Current Assets – Current Liability) deficit is \$237,553 as of July 1, 2023
- Transfer from General Fund (\$454,535) - The Motor Pool Fund had a deficit in unrestricted net position of \$254,535 as of June 30, 2023. The net unrestricted net position deficit will be covered by general unassigned fund balance which was \$12,126,051 as of June 30, 2023. An additional transfer of \$200,000 from general funds will be made to Motor Pool fund for uncharged portions from general funds in the past years.
- The expenses under Motor Pool funds were not charged to other eligible funds in the last two years, which resulting in deficit situation for Motor Pool fund. Effective from FY 2023-24, the allocation of expenses will be charged to other funds to reflect the true cost of those funds.

BE IT FURTHER RESOLVED that the City of Fraser Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Ayes:

Nays:

RESOLUTION DECLARED ADOPTED.

I, Cynthia Greenia, City Clerk of the City of Fraser do hereby certify that the foregoing is a true and complete copy of the City of Fraser City Council Minutes of the Meeting of March 14, 2024 that were taken at said meeting, a meeting which was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976 and that the said minutes were kept and will be or have been made available as required by said Act.

Cindi Greenia, City Clerk
City of Fraser

SELF INSURANCE FUND - 2023-24 PROJECTED REVENUE AND EXPENDITURE

	GL Code	SELF INSURANCE FUND
Unrestricted Net Position (Deficit) July 1, 2023		\$ (404,043)
Revenue		
Billings to other funds (HCARE ISF Charges For Services)	677-000-680.000	\$ 828,360
Transfer from General funds (Interfund Transfer IN)	677-000-699.000	\$ 504,043
Total Revenue		\$ 1,332,403
Expenditure		
Claims paid (Health Insurance Claims)	677-999-837.000	\$ 906,612
Total Expenditure		\$ 906,612
Projected unrestricted Net Position (Deficit)		\$ 21,748
		FY2024
CA-CL (Deficit) July 1, 2023		\$ (284,383)
Total Revenue		\$ 1,332,403
Total Expenditure		\$ (906,612)
CA-CL (Deficit) June 30, 2024		\$ 141,408

MOTOR POOL FUND 2023-24 PROJECTED REVENUE AND EXPENDITURE

	GL Code		MOTOR POOL FUND
Unrestricted Net Position (Deficit) July 1, 2023			\$ (254,535)
Revenue			
Billings to other funds (Equipment Rental)	661-000-643.000	\$	845,430
Transfer from General funds (Interfund Transfer IN)	661-000-699.000	\$	454,535
Total Revenue		\$	1,299,965
Expenditure			
Personnel Services		\$	92,864
Salaries	661-596-703.000	\$	16,902
Wages- Full Time Employees	661-596-704.000	\$	64,337
Holiday	661-596-711.000	\$	4,666
FICA	661-596-713.000	\$	5,326
Medicare	661-596-714.000	\$	1,246
Workers Compensation Insurance Premium	661-596-716.000	\$	387
Supplies		\$	126,500
Operating Supplies	661-596-742.000	\$	1,500
Diesel Fuel	661-596-758.000	\$	40,000
Gasoline	661-596-759.000	\$	85,000
Contractual services (Professional/Contractual Services)	661-596-801.000	\$	145,000
Maintenance and Outlay		\$	480,000
Repairs and Maintenance	661-596-930.000	\$	175,000
Capital Outlay	661-596-972.000	\$	250,000
Capital Outlay (Vehicle)	661-596-981.000	\$	55,000
Insurance (Property Vehicle Liability Insurance)	661-596-801.100	\$	100,000
Other Expenses (Retiree Health Saving Plan)	661-596-724.200	\$	1,625
Non-operating (Interest Expenses)	661-596-993.000	\$	630
Depreciation		\$	90,000
Total Expenditure		\$	1,036,619
Projected unrestricted Net Position (Deficit)		\$	8,811
			FY2024
CA-CL (Deficit) July 1, 2023		\$	(237,553)
Revenue		\$	1,299,965
Expenditure		\$	(1,036,619)
Add Back Depreciation		\$	90,000
CA-CL (Deficit) June 30, 2024		\$	115,793



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

February 14, 2024

**Notice of Intent To
Withhold State Payments**

Municipality Code: 502030
APR Form ID Number: 153038
Report ID Number: 153042

Sent Via Email

Chief Administrative Officer
City of Fraser
citymanager@micityoffraser.com

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in [Treasury Website \(Numbered Letter 2016-1\)](#). An additional resource is our [online video library](#) which explains what a deficit elimination plan is, why it is important, and how to file.

The Local Audit and Finance Division received an audit report from your local unit for the fiscal year ending 2023. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Self Insurance Fund	-\$284,383.00
Motor Pool Fund	-\$237,553.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis. In addition, for General Fund deficits the Department of

Treasury highly recommends the municipality use its [Multi-Year Budget ProjectionTool](#).

Except where indicated “No Plan Necessary,” within 30 days from the date of this letter please upload a deficit elimination plan for all funds listed above and a certified resolution online by visiting Michigan.gov/MunicipalFinance and select Deficit Elimination Plan Upload. Should a plan not be filed within 30 days, we may withhold 25% of the local unit’s State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive, flowing style.

Harlan Goodrich, Municipal Finance Manager
Local Audit and Finance Division



Fraser City Council Agenda Item

SUBJECT TITLE:	FY 2023-24 Budget Amendments	DATE SUBMITTED:	03/06/24
PREPARED BY:	Anjlee Bansal, Finance Director	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
For fiscal year ending 2023, City of Fraser had a deficit in Self Insurance and Motor Pool funds and it is required to submit a deficit elimination plan with a certified resolution to the State of Michigan. The claims/expenses submitted under Self Insurance and Motor Pool funds were not fully charged to other eligible funds in the past. Effective from July 1, 2023, the appropriate allocation of claims/expenses will be charged to other funds to reflect the true cost of those funds. For appropriate allocation in 2023-24, the budget allocation amendments are required.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: See attached			
Account Number(s): See attached			
Requires Budget Amendment: ☐ NO ☒ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
BUDGET AMENDMENTS - SELF INSURANCE FUND BUDGET AMENDMENT - MOTOR POOL FUND BUDGET AMENDMENT			
RECOMMENDED MOTION(s)			
Motion to approve the budget amendments as requested on the attached spreadsheets.			

Recommended Budget Amendments
March 14, 2024

	Fund	Department	GL Number	GL Description	Explanation	Currently Budget	Requested Amended Amount	Difference Requested
Revenue								
	Self Insurance Fund	Balance sheet	677-000-680.000	HCARE ISF Charges for Services	Health Insurance revenue - increased allocation from other funds to cover claim costs	\$ 528,360.00	\$ 828,360.00	\$ 300,000.00
	Self Insurance Fund	Balance sheet	677-000-665.000	Interest Income	Interest Income not expected in 2023-24	\$ 12,000.00	\$ -	\$ (12,000.00)
	Self Insurance Fund	Balance sheet	677-000-699.000	Interfund Transfer In	Transfer from General funds to eliminate deficit	\$ -	\$ 504,043.00	\$ 504,043.00
							Total Revenues	\$ 792,043.00
Expenses								
	General	Finance	101-212-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 56,736.00	\$ 71,028.08	\$ 14,292.08
	General	Clerk	101-215-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 15,353.00	\$ 19,220.50	\$ 3,867.50
	General	District Court	101-286-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 48,431.00	\$ 60,631.01	\$ 12,200.01
	General	Public Safety Building	101-301-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 292,594.00	\$ 366,299.87	\$ 73,705.87
	General	Department	101-703-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 21,839.00	\$ 27,340.35	\$ 5,501.35
	General	Public Safety Department of	101-301-724.200	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 37,500.00	\$ 46,946.43	\$ 9,446.43
	General	Public Works Department of	101-441-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 41,522.00	\$ 51,981.60	\$ 10,459.60
	Local Street	Public Works	203-441-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 20,761.00	\$ 25,990.80	\$ 5,229.80
	Ambulance Fund	Public Safety Buildings and	210-301-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 31,689.00	\$ 39,671.61	\$ 7,982.61
	Senior Housing Fund	Grounds	536-265-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 27,682.00	\$ 34,655.23	\$ 6,973.23
	Water and Sewer	Water	592-536-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 20,761.00	\$ 25,990.80	\$ 5,229.80
	Water and Sewer	Sewer	592-537-724.100	Health Insurance Premium (Employees)	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 20,761.00	\$ 25,990.80	\$ 5,229.80
	General	Retiree	101-961-724.300	Retiree Health Care - OPEB	Health Insurance allocation to Self Insurance funds for increased claim costs	\$ 1,300,000.00	\$ 1,439,881.93	\$ 139,881.93
	General	Balance sheet	101-000-995.000	Interfund Transfer Out	Transfer to Self Insurance funds to eliminate deficit	\$ -	\$ 504,043.00	\$ 504,043.00
	Self Insurance Fund	Self Insurance	677-999-837.000	Health Insurance Claims	Health Insurance Claims increased cost	\$ 706,612.00	\$ 906,612.00	\$ 200,000.00
							Total Expenses Net	\$ 1,004,043.00 \$ (212,000.00)

Recommended Budget Amendments
March 14, 2024

	Fund	Department	GL Name	GL Description	Explanation	Currently Budget	Requested Amended Amount	Difference Requested
Revenue								
	Motor Pool Fund	Balance sheet	661-000-643-000	Equipment Rental	Equipment Rental and Vehicle Maintenance - Increased allocation to other funds as no actual allocation was done in last two years.	\$ 745,430.00	\$ 845,430.00	\$ 100,000.00
	Motor Pool Fund	Balance sheet	661-000-665-000	Interest Income	Interest Income not expected in 2023-24	\$ 30,000.00	\$ -	\$ (30,000.00)
	Motor Pool Fund	Balance sheet	661-000-699-000	Interfund Transfer In	Motor Pool - Transfer from General funds	\$ -	\$ 454,535.00	\$ 454,535.00
							Total Revenues	\$ 524,535.00
Expenses								
	General	Public Safety	101-301-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 280,000.00	\$ 316,488.35	\$ 36,488.35
	General	Department of Public Works	101-441-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 51,000.00	\$ 57,387.20	\$ 6,387.20
	General	Senior Activity Center	101-672-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 2,300.00	\$ 2,611.35	\$ 311.35
	General	Building Department	101-703-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 6,500.00	\$ 7,367.01	\$ 867.01
	General	Park Maintenance	101-770-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 100,000.00	\$ 101,240.64	\$ 1,240.64
	Major Street	Department of Public Works	202-441-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 88,000.00	\$ 98,468.40	\$ 10,468.40
	Local Street	Department of Public Works	203-441-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 53,000.00	\$ 58,871.86	\$ 5,871.86
	Water and Sewer	Water	592-536-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 95,000.00	\$ 107,804.48	\$ 12,804.48
	Water and Sewer	Sewer	592-537-930-000	Repair and Maintenance	Equipment Rental allocation to Motor Pool Fund	\$ 200,000.00	\$ 225,560.70	\$ 25,560.70
	General	Balance sheet	101.000.995-000	Interfund Transfer Out	Motor Pool - Transfer to Motor Pool Fund	\$ -	\$ 454,535.00	\$ 454,535.00
							Total Expenses	\$ 554,535.00
							Net	\$ (30,000.00)



Fraser City Council Agenda Item

SUBJECT TITLE:	Dump truck # 17 repair request	DATE SUBMITTED:	2/22/24
PREPARED BY:	Mark Ragsdale	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
This agenda request item is to approve Jefferson Auto (an approved Enterprise repair facility), to make the much-needed repairs to DPW dump truck #17, a 2012 Chevrolet Silverado 3500, that includes but is not limited to: front end work, replacing the EGR valve, both engine coolers, and the turbo charger (see attached estimate for detailed repairs needed). The total amount to make these repairs is \$14,580.01. These repairs have been vetted by Enterprise and have been found to be within range of industry standards and are approved by Enterprise.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: \$14,580.01			
Account Number(s): 661-596-930.000			
Requires Budget Amendment:		☒ NO ☐ YES - Amount:	
Requires Reoccurring Charges:		☒ NO ☐ YES - Amount:	
Requires Travel Expenses:		☒ NO ☐ YES - Amount:	
Offset by Grant Funding:		☒ NO ☐ YES - Amount:	
Additional Information:			
ATTACHMENTS			
ESTIMATE FROM JEFFERSON AUTO TOTALING \$14,580.01 IN REPAIRS			
RECOMMENDED MOTION(s)			
Motion to approve Jefferson Auto to make repairs to DPW Dump truck #17 in the amount of \$14,580.01 .			



Jefferson Auto Service

34520 Kelly Road
Clinton Township, MI 48035
(586) 790-2886
nicolai@jeffersonmotorservice.com
http://jeffersonservice.com

Invoice for RO #48364

Service Advisor: Nicolai Puscas

Date Created: 02/15/24 at 11:07 AM EST

Client: City of Fraser

Vehicle: 2012 Chevrolet Silverado 3500 HD LT

City of Fraser 33000 GARFIELD FRASER, MI 48026 Phone: (586) 419-6669 Email: dpwsupervisor@micityoffraser.com	2012 Chevrolet Silverado 3500 HD LT 6.6L 8Cyl DIESEL LGH Turbocharged VIN: 1GB3CZCL9CF139189 License: 028X403 Unit #: 17 Color: N/A Odometer In: 33221 / Out: 33221	RO #48364 Time-In: 02/15/24 at 11:07 AM EST Save Parts: No
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Client concerns:

- Check for service
- Vehicle seems to pull to right while driving
- Check for steering feeling very stiff
- Replace wipers

1 - Vehicle Inspection		
Labor:	Vehicle Inspection - Perform Multipoint Vehicle Inspection	
✓ Approved on 02/15/24 at 11:07 AM EST	0	0

2 - Remove Replace Ball Joint		
Labor:	Remove & Replace 2500 HD, 3500 HD, RWD Lower, Both Ball Joint. DOES NOT include alignment. Remove & Replace 2500 HD, 3500 HD w/Skid Plate Idler Arm. DOES NOT include alignment. Remove & Replace 2500 HD, 3500 HD, Diesel Pitman Arm. DOES NOT include alignment. Remove & Replace 2500 HD, 3500 HD, Recirculating Ball Type Gears Outer, Both Tie Rod Or End. Includes: Adjust toe-in only. NOTE: Deduct .4 if alignment is also performed. NOTE: Manufacturer recommends removal of Rack and Pinion Steering Gear when replacing Inner Tie Rod End(s) on some models. If removal of the Rack and Pinion Gear is necessary, use Steering Gear (Complete) - R&R plus combinations.	
Parts:	Suspension Ball Joint	2
	Steering Tie Rod End	2
	Steering Pitman Arm	1
	Steering Idler Arm	1
Pending Authorization		\$2,128.44

3 - Adjustment Two Wheel Alignment		
Labor:	Adjustment 2500 HD, 3500 HD Front Axle Two Wheel Alignment. DOES NOT include straightening or replacement of components.	
Pending Authorization		\$232.20

4 - Differential Cover Gasket & Rear Wheel Seals		
Labor:	Remove & Replace Differential Cover Gasket. Remove & Replace 2500 HD, 3500 HD Both Wheel Seal. Includes: Repack and adjust Bearings (where applicable). Remove & Replace WHEEL SEAL - Remove & Replace 3500 HD w/Dual Rear Wheels add (Each Side) Wheel Seal. Includes: Repack and adjust Bearings (where applicable).	
Parts:	Axle Housing Cover Gasket	1
	Wheel Seal	2
Pending Authorization		\$743.77

5 - BG Rear Differential Service

Labor: Remove & replace old, worn differential fluid with new BG premium full synthetic gear oil to factory spec and capacity. Inspect differential for leaks or damaged components. Test Drive vehicle.

Parts: Note: BG Ultra Guard used for GL5 spec, BG Syncro Shift II for GL4 or ATF spec

Gear Oil (75w-140) w/ LS2	1
Gear Oil (75w-140) w/o LS2	1
Gear Oil (75w-90) w/ LS2	1
Universal Multi-Gear Concentrate (LS2)	1
Gear Oil (75w-90) w/o LS2	1
Manual Trans/Transfer Case Fluid	1

Pending Authorization

\$204.50

6 - Wipers

Part: Wiper Blade 2

Pending Authorization

\$55.98

7 - Level One Testing -

Labor: Level One Testing - Check engine light on.
Check engine light on with various codes. Codes are P0401 EGR flow Insufficient, P046C- EGR position sensor performance. Tested EGR valve to find that EGR is getting stuck partially open. Removed EGR cover plate to find excessive carbon build up inside of EGR valve and EGR cooler. This excessive build up is being created from the vehicle not being driven for long enough period of times. At this time we must replace the EGR valve and EGR cooler to take care of this issue.
P205B- Reductant tank temperature sensor performance- Scanned vehicle to find fluid temp sensor is reading at 113 degrees. Checked resistance of sending unit temperature sensor and found temperature sensor is reading at 4710 ohms. At this time we probed the fluid to verify that the fluid is at 65 degrees. This indicates that the temperature sensor is not getting a proper reading of the fluid temp. In order to repair this issue we must replace the reductant tank sending unit and straps as the tank straps are very rusty and in very poor condition.
P0299- Turbocharger engine under boost. Upon further inspection we found the turbo charger vanes to be sticking due to excessive carbon build up. At this time we must replace the turbo charger due excessive carbon build up and then retest the system

Pending Authorization

\$387.00

8 - Jefferson Service 15w40 Diesel Engine Oil Service

Labor: Service Performed Drained engine oil and removed dirty oil filter.
Installed new oil filter and engine oil. Cleaned area of drainage. Verified proper oil level and topped off washer fluid. Reset oil life reminder and install oil lube sticker on windshield.

*Check engine oil level regularly and maintain the proper oil level.

Parts: Engine Oil	3
Engine Oil Filter	1

Pending Authorization

\$269.64

9 - ROTATE TIRES

Labor: ROTATE TIRES

Pending Authorization

\$96.75

10 - EGR Valve and Cooler		
Labor:	Remove & Replace Diesel Egr Valve. Remove & Replace Diesel, 4WD Rear or Both Egr Cooler.	
Parts:	VALVE,EXHAUST GAS RECIRCULATION	1
	COOLER,EXHAUST GAS RECIRCULATION VALVE	1
	COOLER,EXHAUST GAS RECIRCULATION	1
	GASKET,EXHAUST GAS RECIRCULATION VALVE COOLER	2
	GASKET,EXHAUST GAS RECIRCULATION VALVE	2
Pending Authorization		\$5,233.00

11 - DPF Fluid Temp Sensor		
Labor:	Remove & Replace Diesel Reductant Fluid Tank Heater and temp sensor	
Parts:	STRAP,EMISSION REDUCTION FLUID TANK	2
	RESERVOIR KIT,EMISSION REDUCTION FLUID TANK	1
Pending Authorization		\$881.07

12 - Turbo Charger		
Labor:	Remove & Replace Diesel, RWD Turbocharger.	
Part:	TURBOCHARGER,COMPRESSOR AIR INTAKE	1
Pending Authorization		\$4,337.67

X _____
Warranty on parts and labor 36 months or 36,000 miles whichever comes first, limitations apply. Warranty work must be performed in our shop, cannot exceed the original cost of repair & is non transferable. Used parts warranty 6 months part only and extended warranties purchased are non transferable. After internal engine repairs you must perform oil changes every 3,000 miles for conventional oil or 5,000 for synthetic and show proof for any warranty to apply. No warranty on comped service or parts. You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.

Total Repair Order & Signature:

	Total Jobs:	\$14,570.02
	Total Fees:	\$9.99
	Subtotal:	\$14,580.01
	Grand Total:	\$14,580.01
X _____	BALANCE DUE:	\$14,580.01



Lifetime protection for your vehicle!



This Plan is an added benefit when qualified BG services are purchased. All services must be performed by a professional technician at a licensed service center using an approved BG maintenance procedure with proper BG products and equipment.

Maximum mileage to enter the plans:

Vehicle must be no more than 20 years old at the time of the initial service

Plan 1: 0–50,000 miles (0–80,000 km)

Plan 2: 50,001–75,000 miles (80,001–120,000 km)

***Plan 2: Gasoline only** 75,001–125,000 miles (120,001–200,000 km)

ENGINE SERVICES

Engine oil grade and weight must meet vehicle manufacturer's recommendations. Timing belt and air and oil filter must be replaced and emission control system maintained in accordance with vehicle manufacturer's recommendations. **To remain eligible, return to a BG shop to have service performed within required service interval.** All BG products must be applied in accordance with stated directions for use.

SERVICE INTERVAL: 7,500 miles (12,000 km) for diesel 10,000 miles (16,000 km) for gasoline	MAXIMUM COVERAGE: Plan 1: \$4,000	Plan 2: \$2,000
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ENGINE SERVICE with BG 115 for gasoline and hybrid, or with BG 112 for diesel. Includes dealer pre-loads.

What is covered? Engine coverage

ENGINE & FUEL SERVICE with BG 115 and 203, 213, 208 or PN 19435370 (BG 407 is optional) for gasoline and hybrid, or with BG 112 and 245 or PD15 for diesel.

What is covered? Engine and fuel coverage

SERVICE INTERVAL: 10,000 miles (16,000 km)	MAXIMUM COVERAGE: Plan 1: \$6,000	Plan 2: \$3,000
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ENGINE PLUS SERVICE with BG 115 and 109 for gasoline and hybrid, or with BG 112 and 109 for diesel.

What is covered? Engine coverage

ENGINE PERFORMANCE SERVICE with BG 115, 109, and 208 or PN 19435370 (BG 407 is optional) for gasoline and hybrid, or with BG 112, 109 and 245 or PD15 for diesel. Service interval extended to 12,500 miles (20,000 km) if BG oil (BG 737 or 729) is used for gasoline, or if BG oil (BG 716 or 737) is used for diesel.

What is covered? Engine and fuel coverage

ENGINE SERVICE FOR HIGH MILEAGE*	MAXIMUM COVERAGE: Plan 2: \$3,000*
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***DYNAMIC ENGINE RESTORATION SERVICE** with BG 103192, PE04-N1GA, 115, and 208 or PN 19435370 for gasoline only. **This is an entry service and must be performed at the first service interval.**

What is covered? Engine and fuel coverage. **Plan 2 coverage ONLY.** After 10,000 miles (16,000 km), continue coverage by choosing any engine service above, with its corresponding Plan 2 coverage.

COVERAGE

ENGINE COVERAGE: Pistons and rings (oil consumption not covered), wrist pins and bushings, rods and rod bearings, camshafts and bearings, pushrods, intake valves and guides (grinding adjustments excluded), turbo bearings, crankshaft and bearings, cylinder liners or bores, valve lifters, timing chains (stretched timing chains are excluded) (timing belts and damage to engine parts due to broken timing belts excluded), rocker arms and pivots, oil pump, timing gears or sprockets, distributor drive gear.

FUEL COVERAGE: Oxygen sensors, PCV, injectors (deposit-related malfunctions only) for gasoline and diesel. MAF sensor (only if BG 407 is used) for gasoline only.

AUTOMOTIVE MAINTENANCE SERVICES

Fluids used in these services must meet manufacturer's specifications. **To remain eligible, return to a BG shop to have service performed within required service interval.** All BG products must be applied in accordance with stated directions for use.

SERVICE INTERVAL: 15,000 miles (25,000 km)	MAXIMUM COVERAGE: Plan 1: \$4,000	Plan 2: \$2,000
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FUEL SYSTEM SERVICE for gasoline with BG 208, 206 and 211; or BG 208, 206 and 210; or BG 208, 206 and 206; or BG 201, 260 and 208; or BG 260, 260 and 208; or BG 261 and 208. BG 407 is optional.

What is covered? Fuel coverage plus throttle body

BG PLATINUM® FUEL SYSTEM SERVICE for gasoline with use of BG 261, 261 and 208 using the BG E101-1249 supply tool for fuel systems.

What is covered? Fuel coverage plus throttle body and intake valves (deposit-related malfunctions only)

SERVICE INTERVAL: 30,000 miles (50,000 km)	MAXIMUM COVERAGE: Plan 1: \$2,000	Plan 2: \$1,000
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TRANSMISSION SERVICE with BG 106 and 310; or BG 106 and 3106 for smaller capacity automatic transmissions.

What is covered? Lubricated parts within the transmission housing or case only when damaged by an internally lubricated part covered under this Plan. Not covered: Leaking transmission seals and gaskets; electrical components, such as solenoids.

SERVICE INTERVAL: 30,000 miles (50,000 km)	MAXIMUM COVERAGE: Plan 1: \$4,000	Plan 2: \$2,000
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CVT SERVICE with BG 106, 303 and 318 for CVTs model year 2014 or newer.

What is covered? Lubricated parts within the transmission housing or case only when damaged by an internally lubricated part covered under this Plan. Not covered: Leaking transmission seals and gaskets; electrical components, such as solenoids.

COOLING SYSTEM SERVICE with BG 540 and 546.

What is covered? Heater core, water pump, freeze plugs, and radiator. Not covered: Hoses, clamps, thermostats and engine components.

POWER STEERING SERVICE with BG 108 and 332 or 334.

What is covered? Lubricated parts contained within the power steering gear box or rack and power steering pump. Not covered: Hoses, belts, brackets, seals and leaking gaskets.

DRIVE LINE SERVICE with BG 750, 751, 752, 753 or PG01 for front or rear differentials; or BG 750, 751 or 792 for manual transmissions/transaxles or BG 750, 751, 792 or PG01 for transfer cases.

What is covered? Lubricated parts contained within the differential housing, transfer case or transmission case. Not covered: Differential housing, transfer case, transmission case, axle(s), pre-packed axle bearing(s), U-joint(s), CV joint(s), CV boot(s), driveshaft(s), case, flywheel, clutch plate, and pressure plate unless damaged due to the failure of a covered part.

BRAKE SERVICE with BG brake fluid (BG 835, 840, 841, 842, 850 or 851). BG 827 is optional.

What is covered? Lubricated parts contained within the pump, valves, master cylinder, calipers, and metalized hoses when hose failure results from internal corrosion. Not covered: Pads, rotors, shoes, ABS sensors, controller or other electrical parts.

TERMS

SCOPE: This Plan does not extend a vehicle manufacturer's warranty and will take effect after the OEM warranty expires. However, BG Products, Inc., will pay your deductible amount under any extended service contract purchased by you. It is subject to the terms and conditions contained herein. Only Plan 2 takes effect 1,000 miles (1,600 km) after the first BG service(s) has been performed by a professional technician. A grace period of 500 miles (800 km) will be extended in order to stay within service interval compliance, including initial service of Plan 2 only.

COVERED: Payment of claims under this Plan is limited to the labor time necessary to make repairs or to replace any irreparably damaged parts as allocated by ProDemand® or other industry accepted flat rate guide, multiplied by the commercial repair shop's hourly labor rate, plus the reasonable cost of replaced parts of like kind and quality at the administrator's discretion.

CONDITIONS AND EXCLUSIONS: If the vehicle odometer has been changed or altered, or if the odometer has ceased to function, coverage under the terms of this Plan is not in effect. This Plan covers only legally registered passenger cars, vans, SUVs, and pick-up trucks with a GVW of 14,000 pounds (6,300 kg) or less. Motorcycles, RVs, and vehicles with more than two axles are excluded. Vehicles used for competitive purposes are excluded. Vehicle repairs included in a NHTSA or manufacturer-issued recall, TSB, or vehicles with known manufacturer issues will not be covered by this Plan. This Plan excludes in-house maintenance/repair facilities. In the case of a leased vehicle, the lessee must be primarily obligated for repairs and maintenance. If the covered vehicle is used for towing a trailer or other vehicle or object, this Plan is not in effect unless the covered vehicle is equipped with factory-installed tow package. Any claim resulting from collision, fire, theft, vandalism, contamination of fluids, acts of God, misuse, abuse, negligence, damage caused by operation during component failure, aftermarket modification which affects the component specified in the claim, or lack of normal maintenance required by vehicle manufacturer renders this Plan null and void. Pre-existing conditions and damage to system components prior to the service are excluded and may be verified through independent parts analysis at the discretion of BG Products, Inc. Also excluded are "Washed," "Branded," "Salvage or Junk titled vehicles and services performed as a demonstration or as complimentary services. Failure to furnish all necessary records will render this Plan null and void. This is a retail service customer retention program.

CLAIMS AND REPAIR PROCEDURES: In the event of a claim and prior to beginning any repairs, the Repair Facility MUST submit the following information to and receive claim authorization from Courtesy Claims Management, LLC (CCM) at courtesyclaims.com:

1. All service repair orders indicating compliance with terms and conditions of this Plan, including BG part numbers, retail prices and labor charges.
2. If necessary, all service repair orders showing compliance with the terms and conditions of previous protection plans or service warranties, (including OEM extended warranties) and proof of previous plan.
3. The lease agreement, if the vehicle is leased.
4. A written estimate for repairs, including part numbers, prices and labor hours listed separately.
 - a. Provide a diagnosis and description of the fluid (if relevant).
 - b. If the repair in question has not been fully diagnosed and/or torn down, the Repair Facility must get the customer's authorization to do so and email or fax CCM when a complete diagnosis is available. (Charges for diagnostic procedures and teardown costs are not covered unless they are an integral part of the repair.)
5. We have the right to a third party inspection on any claim submitted and **before any repair is completed.**

All claims will be closed out within 30 days from initial filing date (paid or unpaid).

One payable claim per service interval, per system, is permitted. If the required BG product listed in this Plan is drained/or removed, there will be no coverage for the system (this does not include the remaining service interval following a paid claim).

This Plan is transferable if vehicle ownership changes. BG Products, Inc., is not responsible for incidental or consequential damages. It will apply only to authorized repairs made for vehicles operated in the United States of America, Puerto Rico or Canada. This document may not be modified. The terms and conditions contained within may be subject to change without notice. Courtesy Claims Management, LLC, reserves the right to verify up to 24 months of service history when processing a claim.



Fraser City Council Agenda Item

SUBJECT TITLE:	Spray Patching	DATE SUBMITTED:	2/22/24
PREPARED BY:	Mark Ragsdale	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
This agenda item request is to approve the Highway Maintenance to continue to perform spray patching throughout the city, particularly in the industrial district. Highway Maintenance has agreed to extend last year's pricing at \$390.00 per ton. The amount being requested to spend is not to exceed \$75,000.00 this fiscal year and not to exceed \$150,000.00 FY 24-25. Most of this work will be done both fiscal years in the industrial district and will be split between major and local road accounts.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: \$225,000.00			
Account Number(s): 202-441-930.200 & 203-441-930.200			
Requires Budget Amendment: ☒ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☒ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
LETTER FROM HIGHWAY MAINTENANCE EXTENDING THEIR PRICES FROM LAST YEAR.			
RECOMMENDED MOTION(s)			
Motion to approve Highway Maintenance to continue spray patching throughout the city at the rate of \$390.00 per ton not to exceed \$75,000.00 this fiscal year and not to exceed \$150,000.000 next fiscal year.			



(734) 941-8885

Fax (734) 941-8962

P.O. Box 74411

Romulus, MI 48174-0411

February 27, 2024

Mark Ragsdale
DPW – Superintendent
City of Fraser
31250 Kendall
Fraser, MI 48026

Subject: 2024 Spray Patching Renewal

Mark,

We are happy that you are interested in renewing the city of Fraser's contract for the 2024 construction season.

We are happy to be able to extend our 2023 prices for the 2024 season. The price will again be **\$390.00 per ton** which includes all labor, equipment, and materials. We will again be using HFRS-2 asphalt emulsion, a clean washed #9 limestone, and a 1-ton steel wheeled roller to roll all patches.

As always, we appreciate the opportunity to work for the City of Fraser, we can work up to a budget that the city decides on. Please feel free to contact us with any questions you may have.

Sincerely,

Jake Demek



Fraser City Council Agenda Item

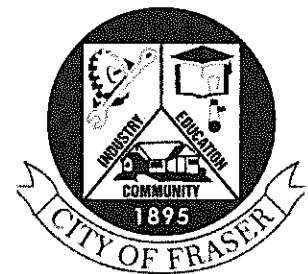
SUBJECT TITLE:	Utility Rate Study Recommendation	DATE SUBMITTED:	3/6/24
PREPARED BY:	Michael Vigneron - AEW	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
After a public advertisement period, the City received proposals from the three (3) vendors to conduct a utility rate study. A subcommittee was formed, consisting of the City Manager, DPW Superintendent, City Engineer, and 2 members of the City Council, to review the proposals and make a recommendation to City Council. Each member reviewed the proposals individually and collectively discussed them, short-listing 2 firms for interviews. Interviews were conducted by the subcommittee virtually on February 7, 2024. Based on the proposals submitted and the interviews that were conducted, the committee is recommending Municipal Analytics.			
BUDGET IMPACT			
☐ Obtained Quotes ☒ Solicited Bids thru RFP ☐ Sole Source ☐ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount: \$23,100 (includes \$500 in estimated expenses)			
Account Number(s): 592-536-801.000			
Requires Budget Amendment: ☒ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☒ NO ☐ YES - Amount:			
Requires Travel Expenses: ☒ NO ☐ YES - Amount:			
Offset by Grant Funding: ☐ NO ☒ YES - Amount: 100%			
Additional Information: City's Drinking Water and Asset Management (DWAM) Grant with EGLE included a line item for an updated water rated study.			
ATTACHMENTS			
MUNICIPAL ANALYTICS PROPOSAL IS ATTACHED			
RECOMMENDED MOTION(S)			
Motion to accept the proposal from Municipal Analytics to complete a Revenue Requirements Study in the amount of \$22,600 plus expenses as approved by the City Manager, and authorize the City Manager to enter into an Agreement with Municipal Analytics that meets the approval of the City Attorney.			

Proposal

for a **Water and Sanitary Sewer Rate Study**

Prepared for

City of Fraser



Submitted

December 28, 2023

by **Municipal Analytics,**

John Kaczor, Principal

2075 West Stadium Blvd., #3895

Ann Arbor, MI 48106

734-623-8033

johnk@municipalanalytics.com



Insights and applications for better financial management

2075 West Stadium Blvd., #3895
Ann Arbor, MI 48106
734-623-8033



December 28, 2023

City of Fraser
Cindi Greenia, City Clerk
30000 Garfield Road
Fraser, MI 48026

Dear Project Selection Committee,

We are pleased to respond to your request for a proposal to assist Fraser with an evaluation of its water and sewer rates.

Municipal Analytics has substantial experience evaluating utility finances and rates in Michigan, and we have developed dozens of rate models for small and mid-sized public utilities. We approach each project with the objective of fully understanding the utility's operations and finances to help identify the true costs of the utility and the revenue required from rates to fully fund the utility. This includes appropriate reserve levels, debt service obligations, capital investments, operations, maintenance, and replacement costs. Additionally, we believe it is important to ensure the developed rate analysis is consistent with the City's financial policies and ordinances. To this end, our proposal includes a review of ordinances and policies, and recommendations to improve or better align those with the developed rate model and rate strategies.

The City will have the option of a developed rate model in either Excel or **Waterworth** software. Waterworth offers a more robust and purpose-built tool for forecasting costs, evaluating revenue requirements and performing cost-of-service analysis. This option can save substantial consulting time, however, it does require a software subscription. The subscription cost would be paid the first year by Municipal Analytics, if the City chooses this option.

The strategies summarized in this proposal will provide Fraser with rates that are appropriate for the City's needs, with a focus on equity and cost recovery sufficient to maintain sustainable utility operations.

We appreciate the opportunity to propose our services to assist you in this important project, and we are confident that we possess the expertise you require. If you have questions regarding this proposal, please do not hesitate to contact me at 734-277-4454 or johnk@municipalanalytics.com.

Very truly yours,

A handwritten signature in black ink, appearing to read "John Kaczor", is written over a light blue horizontal line.

John Kaczor, Principal
Municipal Analytics, LLC

City of Fraser

Water and Sanitary Sewer Rate Study Proposal

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Our Understanding of the Project Objectives

The City of Fraser owns, operates and maintains a public water distribution system and a wastewater collection system. Fraser's municipal water and sewer services are provided to approximately 5,300 customers. The City contracts with the Great Lakes Water Authority to supply treated drinking water and to receive and treat wastewater from the community.

The water and sewer utilities are operated as an enterprise fund, and rates and charges are expected to produce revenue sufficient to meet all financial needs of the utilities, including operations and maintenance, capital improvements, debt service, and cash reserves.

Operating and maintaining public utilities requires regular investment in infrastructure and qualified employees to ensure the efficient and safe provision of utility services. As costs and operating demands change, it is essential that the utilities' rates be periodically evaluated and adjusted. Furthermore, the revenue requirements from different customer classes should reflect the costs generally caused by each class. Through the process of cost and customer analysis, rate equity is assured, and the financial health of the enterprise fund can be monitored and maintained.

At present, the City's water and sewer rates consist of a consumption charge based on metered water usage and a monthly readiness to serve charge based on the customer's meter size. Additional charges and fees include meter replacement, tap fees, system benefit fees, late fees, water turn-on fees, and other miscellaneous charges designed to recover the cost of providing services to specific customers.

In recognition of the importance of sufficient rates to fund the operations and capital needs of these vital community services, the City is interested in undertaking a water and sanitary sewer rate study to forecast longer-term operations, maintenance and replacement (OM&R) expenditures, capital and debt costs, identify cash reserve needs, and evaluate alternative rate designs. To this end, the rate study should include the following:

- Determine the true total cost of providing water and sewer services
- Develop a long-term financial plan to ensure the utilities remain financially stable
- Evaluate the rate impacts of capital projects and financing alternatives
- Develop a long-term rate track to smooth rate adjustments and minimize rate impacts on customers
- Review and offer recommendations to improve the relevant City Ordinances that govern rate setting and utility financial management
- Evaluate alternative rate structures, in conformance with AWWA M1 manual and WEF M.O.P. #27 standards, as well as state statutes, case law and other applicable rules and best practices
- Estimate the impact of different rate designs on customers

The City's Request for Proposals includes references to "revenue requirements," "cost of service allocation" and "cost-of-service standards." A true cost-of-service study is more complex and requires substantially more data than a revenue requirements study. Municipal Analytics can perform a true cost-of-service analysis, if that is what the City requires. However, we have found that many RFPs include cost-of-service language, when in fact the utility system requires only a revenue requirements analysis. We have prepared cost proposals for both a revenue requirements study and a cost-of-service study. Prior to beginning the project, we would clarify with the City which level of analysis is required.

Project Work Plan and Deliverables

Our approach to the project will realize each of the project objectives noted on the previous page. **Municipal Analytics** will manage this project to ensure all aspects are completed in a timely fashion with input and feedback from the City at all key phases, including data collection, evaluation of rate structure alternatives, strategic analysis of utility finances, recommendations regarding financial policies, proposed ordinance revisions, review of draft and final reports, and utilization of the developed rate model.

An important deliverable of this project will be a fully customized long-range rate model in **Excel** format. The forecast period will be a minimum of ten years, with an emphasis on the next five years. The rate model will include O&M costs, capital, debt, cash reserves, customer data and rate alternatives. Upon completion of the study, the City will be provided a copy of the Excel file and oriented in its use. *As an alternative to an Excel model, the City will be provided the opportunity to utilize **Waterworth** software. The cost of the initial study is the same using either approach; Waterworth does require an annual subscription. We can arrange a software demo if the City is interested in considering this option.* Under both model options, future updates could be managed by City staff, or the City could engage Municipal Analytics to provide updates as needed.

Throughout the project, we will maintain regular contact with City personnel, engineers, and other parties associated with the issues under consideration. Data requests will be submitted to the appropriate individual or organization to gather the necessary information required to successfully undertake this study. We will present our findings and recommendations at two public meetings of the City Council, first to present the study and provide detailed information, and second to offer final recommendations on rates and ordinance changes.

In a general sense, the tasks, which will comprise our work plan, can be summarized as follows:

TASK 1 ASSEMBLE FINANCIAL INFORMATION AND REVIEW RELEVANT REPORTS

- Meet with City staff to understand goals, needs, deliverables and timelines of the study
- Prepare a request for financial and customer data and documents, including:
 - Budgets
 - Capital plans
 - Audited financial statements
 - Debt service schedules
 - Customer usage data
 - Meter size report
 - Wholesale metered water and wastewater volumes
 - Asset and depreciation schedules
 - Engineering studies
 - Water reliability study
 - Asset management plans
 - Ordinances and policies related to utility rates and financial management
- Review current water and sewer rate model and methodology
- Review submitted information and reports; organize data for the project; follow-up with staff to clarify data as needed

TASK 2 DETERMINE POLICY PRIORITIES FOR UTILITY FINANCES

- Review City ordinances, resolutions, and formal and informal utility financial management policies and guidelines
- Offer suggestions to amend ordinances and expand or update financial policies governing rate calculations, equity and other components of rate setting and financial management
- Integrate policies into the rate analysis

TASK 3 REVIEW CASH RESERVES FOR WATER AND SEWER UTILITY FUND

- Review existing cash reserve policies and actual cash balances
- Offer suggestions to help the City comply with or improve its policies
- Ensure cash reserves comply with applicable statutory and legal requirements, as well as bond covenants and industry best practices

TASK 4 ANALYZE HISTORIC CUSTOMER BASE AND CONSUMPTION PATTERNS

- Review historic data related to the number of customers of various classes, water usage and water loss (e.g., billing records, volumes of water pumped and sold, etc.)
- Prepare a profile of customer composition, usage, and revenues generated by the various user classifications
- This task will require staff time to prepare reports and respond to questions related to the data

TASK 5 DOCUMENT CURRENT DEBT REQUIREMENTS

- Document the debt service obligations of the enterprise fund
- Incorporate actual debt service schedules into the rate-setting model
- Identify any bond requirements governing rates, cash balances, and coverage ratios

TASK 6 REVIEW DEMOGRAPHIC AND GROWTH DATA

- Review, and incorporate within the analysis, available information concerning the future composition and population of the service area
- Develop assumptions regarding usage trends
- Staff input will be required to estimate the timing and anticipated water demands of proposed new developments within the service area

TASK 7 IDENTIFY CAPITAL REQUIREMENTS

- Confer with City officials and engineers to determine any planned or anticipated capital outlays in the utility systems
- Establish a minimum average capital investment to ensure system integrity
- Test different levels of capital investment, funding sources, timing, and other variables
- Extend the capital planning horizon to at least 10 years to ensure large future capital investments are considered within the rate framework developed in the model

TASK 8 DEVELOP A COMPREHENSIVE FINANCIAL FORECAST AND RATE MODEL IN EXCEL OR WATERWORTH

- Include several years of historical O&M costs to identify trends
- Factor in capital needs; test various levels of investment over 10-year period
- Incorporate customer data and forecasted trends
- Undertake a cost-of-service analysis, if required

TASK 9 FORECAST FUTURE EXPENDITURES AND USAGE LEVELS

- We will develop assumptions to forecast future year O&M costs
- Future customer base and usage levels will also be forecasted based on the City's historical records, anticipated growth, and industry trends
- Incorporate debt service schedules and develop pro forma schedules for any potential new debt

TASK 10 ESTIMATE CASH RESERVES AND TARGET NET INCOME

- Based on existing policies and input from the City, as well as industry best practices, develop appropriate cash reserve targets for each utility
- Factor cash needs into the analysis of future revenue requirements from rates
- Determine appropriate uses of cash reserves to fund capital or smooth rate changes from year to year

TASK 11 ESTIMATE FUTURE REVENUE REQUIREMENTS FROM RATES

- Estimate future revenue potential from all sources other than rates, including late fees, current cash reserves, interest earnings, grants, connection charges, etc.
- The net difference between forecasted expenses and these other revenues will be the revenue required from rates

TASK 12 REVIEW EXISTING RATE STRUCTURE AND EVALUATE ALTERNATIVE RATE OPTIONS

- Review the City's current rate structure and revenue generation from different customer classes
- Consider alternatives to the current rate structure, consistent with the policy priorities established in Task 2 and in conformance with applicable regulations and laws
- Evaluate different rate designs relative to equity between users, ease of administration, and conformity to the City's billing software
- Test rate alternatives to understand the impact on different user classes and customer profiles

TASK 13 DEVELOP RATE PROJECTIONS RELATED TO DIFFERING COST SCENARIOS

- Calculate the potential rate impacts of various expense levels associated with different capital improvement strategies

- Utilize the long-term rate model to smooth rate adjustments from year to year. This is particularly important within the context of commercial and industrial customers, who rely on rate predictability in business planning.

TASK 14 PREPARE AND SUBMIT PRELIMINARY RATE STRUCTURE

- Prepare and submit a preliminary rate structure for water and sewer, for review by the City
- Prepare a draft report summarizing the approach used in our analysis, the assumptions included in the calculations and the rationale for the selected rate structure. The report will include analysis related to the impact of the developed rates on different user classes.

TASK 15 REVIEW MULTI-YEAR RATE STRUCTURE WITH THE CITY

- Review the developed rate projection model with City staff to ensure understanding of rate calculation methodology
- Demonstrate how the model can be used on a regular basis to maintain financial and rate stability
- After reviewing the draft report and rate structure with the City, we will perform any additional research or analysis related to specific issue areas prior to development of a final report

TASK 16 PREPARE AND PRESENT FINAL REPORT DOCUMENT

- Prepare a comprehensive final report document specifying all findings and research methodologies
- Provide an electronic copy of the report, and access to the developed rate calculation model
- Present the study findings and recommendations in a meeting with the City Council and public in a setting determined by the City

Project Deliverables

During the course of this project, or at the conclusion of the study, the City will be provided with the following deliverables:

- Regular status reports
- Financial policy recommendations
- Ordinance change recommendations
- Cash reserve strategies
- A fully developed rate model for water and sewer, in either Excel or Waterworth
- Training to use the developed rate model
- A list of source documents needed up update the rate model in future years
- A final report summarizing the study approach and resulting rate requirements
- A presentation of the study's findings and recommendations to City Council

Project Timing

We anticipate this project will require about 90-120 days to complete. Of course, timing of this project will be dependent upon availability of clean data and efficient communications. Actual project work schedule will depend on the level of analysis required, the choice of Excel or Waterworth models, and the degree of policy and ordinance review needed to develop a comprehensive financial and rate analytics tool.

City Time Requirements

We are cognizant of the time demands on municipal staff, and we will work to minimize the time required of staff to support this project. That said, this study will be a partnership of City staff and Municipal Analytics, with each party contributing to its success. The City can expect to have at least 4-5 meetings with us during the course of the project, in addition to phone calls and email communications. Most meetings can be conducted virtually, although we believe there is value in occasional in-person meetings.

Meetings will be held to kick off the project, discuss policies and ordinance language, review initial findings, discuss developed rate options, and prepare for the final report and presentations to Council.

Our Firm and Qualifications

Municipal Analytics, LLC is a specialty management consulting firm incorporated as a limited liability corporation in the State of Michigan. The firm provides municipal clients with a broad range of financial analysis, fiscal forecasting, rate setting, cost allocation and feasibility study services, designed to improve local government fiscal management and understanding. As municipal specialists, we are able to provide our clients with the right information needed to make effective fiscal decisions.

Operating from our Ann Arbor office, Municipal Analytics provides professional consulting services to cities, villages, townships, counties and other public entities. Over the prior five-year period we have completed numerous projects focusing on:

- Evaluation of utility cash reserves
- Development of Cost of Service rate designs
- Financial analysis of utility capital improvement plans
- Analysis of pension funding options, including MERS and Act 345 systems
- Analysis of OPEB funding options
- Cost allocation and cost sharing models
- Operational efficiency analysis
- Multi-year financial forecasting
- Utility debt service funding
- Review of utility operations.

Project Team

This project will require extensive experience and expertise in the evaluation of financial issues related to utility rate setting, as well as a familiarity with the complexities of public utilities, capital

planning, debt financing and associated enterprise fund financial management. To assure the appropriate level of expertise, we propose the following personnel for this project:

John Kaczor | Principal

John will serve as project manager and lead project consultant. In this capacity he will be responsible for conducting research, evaluating data, developing assumptions, creating a custom Excel model or using the Waterworth software to develop a model, interacting with the City, developing the final report, and making presentations as needed. Mr. Kaczor has developed numerous utility financial analyses and rate models for primarily small and medium-sized municipalities in Michigan, and he is familiar with the requirements of the *Bolt* decision, as well as the AWWA M1 manual and WEF MOP #27 standards. *See Mr. Kaczor's attached resume for more about his experience and qualifications.*

Joy Leung | Associate Consultant

Joy will compile, test and enter financial data into the rate model, conduct research, and support the project as directed. She holds a master's degree in Urban Planning from Columbia University. Prior to joining Municipal Analytics, she worked for the New York City Department of City Planning.



John F. Kaczor, MPP
Municipal Financial Strategist &
Analytics Specialist

Mr. Kaczor is a municipal management consultant with over 28 years of professional consulting experience. He is trained in utility financial management and ratemaking, public policy analysis, financial evaluation, budget forecasting model development and cost allocation, and he is experienced in working with local governments and public entities of all sizes. Motivated to find the most appropriate solution for the given problem, and to provide local managers with tools to improve analysis and decision-making on an on-going basis.

Areas of Consulting Expertise

Fiscal Management – Reviewed and recommended improvements to financial policies including budgeting, cash management, investments, financial controls and fund reserves. Evaluated and made recommendations for financial software and employee training to improve information reporting required by management and policy makers. Conducted indirect central service cost allocation studies, in compliance with Federal guidelines.

Financial Modeling – Developed numerous spreadsheet-based financial models for municipalities that simulate the interaction within and between a variety of governmental and proprietary funds. Produced comprehensive revenue and expenditure estimates for future years, and analyzed multi-year financial implications of various assumptions and economic conditions.

Utility Rate Setting – Calculated appropriate water and sewer rates for small and large utility systems. Estimated revenue requirements using the cash needs-basis and the utility-basis for ratemaking. Recommended rate structures, financial policies and implementation strategies. Created multi-year, interactive spreadsheets that simplify annual rate recalculations.

Economic and Tax Analysis – Conducted feasibility studies of local income tax and public safety funding options. Evaluated the impact of proposed major commercial developments on the local and state economies. Identified alternatives to traditional economic development approaches for municipalities. Educated elected officials and managers in the complexities of Michigan's property taxation system.

Employee Compensation and Human Resources – Performed comprehensive analyses of employee classifications and compensation systems. Evaluated the scope and value of employee benefits. Designed comprehensive compensation systems based on detailed analyses of the labor market and internal equity considerations. Developed employer-specific personnel policies manuals and workplace safety manuals.

Operational Reviews – Evaluated the structure and operations of municipal functions including public safety, human services, utility billing, motor pool, utility operations and public works. Developed recommendations for improved service provision, customer focus and operational efficiency. Researched appropriate benchmarks and measured performance of operations.

Data Collection and Analysis – Designed complex, project-specific data collection and analysis tools involving research methodology, statistical evaluation and data interpretation. Synthesized diverse information for management decision-making.

Summary of Consulting Expertise

- Financial Forecasting & Five-year Financial Models
- Utility Rate Setting Analysis
- City Income Tax Feasibility Studies
- Administrative Cost Allocation Plan Development
- Municipal Budget Analysis
- Personnel Cost Modeling & Forecasting
- Shared Services Feasibility Studies
- User Fee Studies
- Capital Improvement Planning
- Municipal Operational Analysis

Education

University of Michigan - Master of Public Policy Studies

Western Michigan University - Bachelor of Arts (Economics and Sociology)

Years of Relevant Experience: 28

Registrations and Certifications

American Water Works Association
Cost of Service Utility Ratemaking and Financial Management

Professional Affiliations

International City/County Management Association

American Water Works Association

Government Finance Officers Association

Water for People

Energy Reduction Coalition-CRM

Joy Leung

Associate Consultant



Summary of Consulting of Expertise

- Research and analysis
- Geographic information systems data analysis and mapping
- City financial analysis; budget forecasting
- Master plan review and development support
- Planning and development studies
- Technical assistance with land use and zoning issues
- Municipal operations analysis and strategic redesign

Current Position

Joy serves as Associate Consultant with Municipal Analytics LLC.

Experience

Joy has almost ten years of experience in the public sector, in several capacities. Her primary focus is on planning, with a significant background in research, demographic analysis, geospatial mapping and quantitative analysis. She is also well versed in community outreach, public presentations, organizational analysis and survey design, administration and data synthesis.

Prior work experience includes serving as a City Planner with New York City, as a Senior Research Associate with the Institute for Children and Poverty, and as a Language Instructor in Fukushima, Japan.

Education

Joy holds a graduate degree in Urban Planning from the Columbia University Graduate School of Architecture. She also has bachelor's degrees in Architectural Design and Linguistics from the University of Toronto.

Personal Mission Statement

Joy is dedicated to understanding and improving the information needs of municipal leaders, to better serve residents, businesses, and visitors.

Summary of Relevant Experience

Utility Rate Analysis – Including Financial Forecast and Rate Development

Adrian Township	SAW Grant Financial Analysis & Rate Study
Bedford Township	SAW & SRF User Charge System Evaluation
Dalton Township	Sewer Rate Analysis
Charter Township of Pennfield	Water and Sewer Rate Study
Charter Township of Pittsfield	Water and Sewer Cost of Service Rate Study
Charter Township of Saginaw	Water and Sewer Cost of Service Rate Study
City of Buchanan	Water and Sewer Rate Study
City of Cadillac	Water and Sewer Rate Study
City of Charlotte	Water and Sewer Rate Study
City of Covington, LA	Water and Sewer Cost of Service Rate Study
City of Frankenmuth	Water and Sewer Cost of Service Rate Study
City of Hamtramck	Water and Sewer Cost of Service Rate Study
City of Hart	Sewer Rate Study/Evaluation of Capacity Allocation
City of Ionia	Water and Sewer Rate Study
City of Imlay City	Water and Sewer Rate Study
City of Ithaca	Water and Sewer Rate Analysis
City of Marshall	Water and Sewer Cost of Service Rate Study
City of Marysville	Water and Sewer Cost of Service Rate Study
City of Northville	Water and Sewer Rate Study
City of Port Huron	Water and Sewer Rate Analysis
City of St. Clair	Water and Sewer Rate Study
City of St. Louis, MI	Water and Sewer Cost of Service Rate Study (SAW)
City of St. Joseph	Water & Sewer Rate Study with AMP Integration
Kochville Township	Water and Sewer Rate Study
Muskegon County Regional Water System	Water Cost of Service Rate Study
Richland Township	SAW Grant Financial Analysis & Rate Study
South County Water-Monroe County	Evaluation of Water Rates and Capital Needs
Thomas Township	Water and Sewer Utilities Rate Study
Village of Akron	SAW Grant Financial Analysis & Rate Study
Village of Capac	SAW Grant Financial Analysis & Rate Study
Village of Dundee	Water and Sewer Rate Analysis
Village of Elkton	SAW Grant Financial Analysis & Rate Study
Village of Maple Rapids	SAW Grant Financial Analysis & Rate Study
Village of Mayville	SAW Grant Financial Analysis & Rate Study
Village of North Branch	SAW Grant Financial Analysis & Rate Study
Village of Peck	SAW Grant Financial Analysis & Rate Study
Village of Pigeon	SAW Grant Financial Analysis & Rate Study
Village of Quincy	Water and Sewer Cost of Service Rate Study
Village of Reese	SAW Grant Financial Analysis & Rate Study
Village of Romeo	Water and Sewer Rate Analysis
Village of South Rockwood	Water and Sewer Rate Analysis
Village of St. Charles	Water and Sewer Cost of Service Rate Study (SAW)
Village of Webberville	SAW Grant Financial Analysis & Rate Study
Ypsilanti Communities Utility Authority	Wholesale Rate Development using the Utility Basis Cost of Services Rate Approach

Additional Projects Focusing on Full Cost Allocation – A Vital Step in the Utility Rate Method

City of Clawson	User Fee Study and Cost Allocation
City of Dearborn	Shared Services Cost Analysis
City of Huntington Woods	User Fee Study and Cost Allocation
City of Novi	Shared Services Cost Analysis
City of Royal Oak	Full Cost Allocation Plan
Pittsfield Charter Township	Full Cost Allocation Plan
Shelby Charter Township	Full Cost Allocation Plan
Kent County Communities	Shared Services Cost Analysis
Washtenaw County	Shared Services Cost Analysis
Wayne County	Full Cost Allocation Plan

Multi-Year Financial Model Projects Involving Forecasting Revenues and Expenditures

Calhoun County	Five-year financial model
Cass County	Five-year financial model
Charter Township of Delta	Five-year financial model
Charter Township of Saginaw	20-year financial model
Charter Township of Shelby	Five-year financial model
City of Battle Creek	Five-year financial model
City of Clawson	Ten-year financial model
City of Ecorse	Seven-year financial model
City of Iron Mountain	Five-year financial model
City of Lathrup Village	Five-year financial model
City of Marysville	Five-year financial model
City of Milan	Five-year financial model
City of Montague	Five-year financial model
City of North Muskegon	Five-year financial model
City of Portage	Five-year quarterly cash flow model
City of Rochester Hills	Five-year financial model
City of Rochester	Five-year financial model
City of St. Johns	Five-year financial model
City of Sturgis	Five-year financial model
City of Wayland	Five-year financial model
City of Williamston	Five-year financial model
City of Wyoming	Five-year financial model
City of Ypsilanti	Five-year financial model
Benzie County	Five-year financial model & cash flow model
Calhoun County	Five-year financial model
Cass County	Five-year financial model
Livingston County	Five-year financial model & cash flow model
Midland County	Five-year financial model
Monroe County	Five-year financial model
Newaygo County	Five-year financial model & cash flow model
Saginaw County	Five-year financial model & cash flow model
Village of Chelsea	Five-year financial model
Village of Jonesville	Five-year financial model

Project Fees and Expenses

Professional fees to complete this study are summarized in the tables below. Fees and costs will depend on the City's preference for a standard revenue requirements analysis versus a more detailed cost-of-service analysis. Project-related travel expenses will be billed at actual cost, using the IRS standard rate for business travel.

	<u>Revenue Requirements Study</u>			<u>Cost-of-Service Study</u>		
<u>Custom Excel Model</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Municipal Analytics Principal Hours	95	\$180	\$17,100	130	\$180	\$23,400
Municipal Analytics Associate Hours	<u>55</u>	\$100	<u>5,500</u>	<u>90</u>	\$100	<u>9,000</u>
Total Professional Hours and Fees	150		\$22,600	220		\$32,400
<u>Waterworth Software Model</u>						
Municipal Analytics Principal Hours	40	\$180	\$7,200	65	\$180	\$11,700
Municipal Analytics Associate Hours	<u>25</u>	\$100	<u>2,500</u>	<u>45</u>	\$100	<u>4,500</u>
Total Professional Hours and Fees	65		\$9,700	110		\$16,200
Waterworth Subscription			<u>\$12,900</u>			<u>\$16,200</u>
Total Fees and Subscription Costs			\$22,600			\$34,400
Project Expenses (billed at actual)			\$500			\$500

Note: in compliance with the requirements of the City's RFP, this offer is good for 90 days.

The City will be invoiced in 4 equal installments, approximately monthly, with the final invoice due after completion of the study, final report and presentation to City Council. Invoices will be due within 30 days of the invoice date.

Additional Tasks

Should the City desire additional assistance beyond the scope of work outlined above, we would be happy to continue serving its needs related to utility rates. **The provision of services not included in the Tasks outlined above would be on an as needed basis and would be billed at a rate of \$185 per hour.**

References

Listed below are recent client references. If additional references are needed, feel free to reach out to Owen Roberts, Director of Finance at the City of Cadillac, or Ed Priehs, Public Works Superintendent at the City of Imlay City.

- **City of Ithaca** – Water & sewer rate study and updates using **Waterworth** software (2021-2023)
Provided comprehensive rate study for this small system. Project involved redesign of three-tier water and sewer rate structures with minimum usage, to a simpler and more equitable structure. Significant effort was required to align the proposed rate structure with a 10-year service agreement with a major sewer customer. Multiple scenarios related to different levels of capital investment, grant funding, rate design and debt vs. cash funding were tested.
 - Reference:
 - Barb Fandell, City Treasurer-Finance Director
 - bfandell@ithacami.com
 - (989) 875-3200 ext. 305
 - 129 W. Emerson Street, Ithaca, MI 48847-1017
- **City of Charlotte** – Water & sewer rate study using a custom **Excel** model (2022-2023)
Municipal Analytics was contracted by the City of Charlotte to undertake a rate study in September 2022. The project was completed in February 2023. The study focused on a rate structure sufficient to cover operating and capital costs, with a goal of keeping rates as low as possible. Significant policy and ordinance language reviews resulted in recommended changes to improve overall utility financial management.
 - Reference:
 - Erin LaPere, City Manager
 - elapere@charlottemi.org
 - (517) 543-8850
 - 111 E. Lawrence Avenue, Charlotte, MI 48813
- **City of Frankenmuth** – Water & sewer rate study using **Excel** spreadsheet (2018-2023)
This study involved integrating a previous wholesale rate model into a new retail rate model and balancing the respective charges for city and township customers. A number of corrections and adjustments were made to the rate methodology to ensure more accurate calculations. Additionally, the rate model transitions meter-based readiness-to-serve charges over a ten-year period from an outdated table of differentials to the standard AWWA meter ratios. Efforts were taken in developing the rate model to align the capital plan with expiring debt to minimize rate variability and ensure fiscal stability of the utility funds.
 - Reference:
 - Bridget Smith, City Manager
 - bsmith@frankenmuthcity.com
 - (989) 652-9901
 - 240 W Genesee St, Frankenmuth, MI 48734
- **City of St. Joseph** – Water & sewer rate study using **Waterworth** software (2022-2023)
The City of St. Joseph had subscribed to Waterworth for its utility funds, but it had not fully utilized the financial forecasting and rate design features of the software. Recognizing the need to develop a funding strategy for a citywide asset management plan, the City engaged Municipal Analytics to

evaluate city and regional water authority rates, and to expand the model to include three streets funds. The results of our analysis reinforced the need to invest in utility infrastructure, and we were able to provide a clear path forward for the City to fund substantial capital investments into the future.

- Reference:

- Joseph Mangan, Finance Director
- jmangan@sjcity.com
- (269) 983-4731
- 700 Broad Street, St. Joseph, MI 49085

- **City of Hamtramck – Water & sewer rate study using Excel spreadsheet (2018-2023)**

Municipal Analytics initially partnered with Benesch Engineering to evaluate rate requirements in 2017-2018. The City had not conducted an independent rate study in many years, and the amount of deferred maintenance on the systems was substantial. Through cooperative efforts of City administration, finance personnel, engineers and public work staff, we developed a custom rate model that includes a long-term rate analysis based on actual and estimated customer demand, full cost of service including capital and debt service, and an analytic tool for understanding the impact of rate changes on individual customers. The model has been updated regularly for the past five years. As a result, the City is better able to plan for capital investments and demonstrate customer impacts, which has been helpful in acquiring grant funding.

- Reference:

- Rodney Johnson, Director of Public Services
- rjohnson@hamtramckcity.com
- (313) 800-5201
- 3401 Evaline St., Hamtramck, MI 482112



Fraser City Council Agenda Item

SUBJECT TITLE:	City Clerk Job Posting	DATE SUBMITTED:	3/7/2024
PREPARED BY:	Elaine Leven, City Manager	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
Our City Clerk Cindi Greenia has submitted her notice to retire from the full-time position of City Clerk. She is planning on working through the end of the fiscal year. She is willing to assist with the elections this calendar year and will consider a part-time position with the City. The requires us to post notice for the vacancy and seek applicants for the position. Per the Charter this is an Administrative Office of the City and shall be appointed by the Council for an indefinite period, shall serve at the pleasure of the Council, and shall have their compensation fixed by the Council. This position reports directly to the City Manager.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount:			
Account Number(s):			
Requires Budget Amendment: ☐ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☐ NO ☐ YES - Amount:			
Requires Travel Expenses: ☐ NO ☐ YES - Amount:			
Offset by Grant Funding: ☐ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
CITY CLERK JOB DESCRIPTION			
RECOMMENDED MOTION(s)			
Motion to approve posting City Clerk Job Description at the recommended wage range.			



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry Jr.

Patrice M. Schornak

Sherry Stein

JOB DESCRIPTION – CITY CLERK

Salary/Hourly: \$70,000-\$85,000

Benefits: 401A, Medical, Dental, Visions, Life Insurance, PTO

Employment Type: Full Time

Department: City Manager's Department

Supervised by: City Manager

Position Summary: Under the general supervision of the City Manager, serves as Clerk of the City Council and custodian of the City Seal. Administers elections and oaths of office and serves as official custodian of all City records and documents. Provides routine and complex administrative work. The position requires independent judgement including initiating, processing and maintaining documents, reports, files, records and correspondence. The City Clerk is responsible for administration and issuance of vendor, solicitor and other similar licenses and permits.

Job Duties:

- Serves as Clerk to the City Council. Attends meetings, records, and prepares official meeting minutes, and assures legal notices are published. Prepares and edits resolutions, proclamations, ordinances, and other official documents. Assists other boards, commissions, and committees as required. Prepares and publishes all official notices and otherwise ensures proper dissemination of council actions and activities. Prepares meeting minutes for Planning Commission and Zoning Board of Appeals.
- Reviews and updates the City Boards and Commissions Roster, maintains all member's effective term ending dates to assure all members are current.
- Serves as official custodian for the safekeeping and management of the City seal and all City records and papers, documents, and bonds. Administers oaths of office, certifies, signs, and records official documents. Oversees the codification

of ordinances. Catalogs, files, and otherwise maintains comprehensive record-keeping systems for all official City documents. Provides ample notice to the appropriate departments and officials of the expiration or termination of any franchise, contract, or agreement.

- Administers all elections held in the City per Federal, State, and local laws. Prepares legal notices, issues absentee ballots, and prepares for Early Voting as required for all State and Federal Elections. Prepares for election audits as may be required by the Department of State for all elections. Hires, trains, supervises, and schedules election workers. Maintains election equipment and coordinates the setup and tear down of voting equipment.
- Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records. Coordinates voter record information with other agencies.
- Point of Contact with County Election Department, County Board of Canvassers and the State of Michigan Bureau of Election for communications and updates regarding all election information and tasks.
- Serves as the City's Freedom of Information Act (FOIA) coordinator. Assists in researching and compiling information and coordinates with the City Administrator and/or City Attorney as needed.
- Attends the counter and phones as needed, provides general information regarding City operations, policies, and procedures. Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues and needs.
- Oversees and participates in the issuance of various licenses, permits, and applications. Coordinates process with appropriate departments, collects related fees, and maintains related files. Prepares license and permit activity reports as requested.
- Prepares and administers the annual Community Development Block Grant (CDBG). Administers grant program, prepares the annual application, publishes public hearing notices, attends related seminars, and completes related reporting requirements. Assists in the administration of other City grants as needed.
- Prepares regular status and special reports as requested by the City Manager or City Council, and as required by other entities. Completes special projects and makes presentations as requested.
- Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars.
- Posts all bids and RFPs as well as advertisements in required publications for same. Prepares for bid opening. Communicates with staff regarding RFP and bids being accepted in the office.

"The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified."

Minimum Qualifications:

- An associate degree or equivalent in business administration (public administration is preferred).
- Two or more years of experience in a related setting, preferably in a local government setting (certification as a Municipal Clerk is preferred).
- State of Michigan Vehicle Operator's License, satisfactory driving records, and the ability to maintain one throughout employment.
- Certification as a State of Michigan Elections Administrator (or ability to obtain within six (6) months of hire).
- Substantial knowledge of the City Charter, official City policies, rules of public meeting conduct, and the laws and ordinances governing elections, record keeping, and access to public information.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in taking minutes, maintaining, and updating complex records and documents, compiling, and evaluating data and information, and preparing clear and accurate reports.
- Skill in the use and maintenance of automated office equipment, including computers and related software, and the ability to set up, operate, and train others in the use of voting equipment.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines, and with changes in work priorities.
- Ability to attend meetings outside of normal business hours and work extended hours.
- Certification as a Notary Public or the ability to become certified is preferred.

"The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered."



Fraser City Council Agenda Item

SUBJECT TITLE:	Resolution Opposing State Water Affordability Legislation	DATE SUBMITTED:	1/30/2024
PREPARED BY:	Elaine Leven, City Manager	NEW OR RETURNING:	New
SUMMARY OF REQUEST			
Currently there are several water affordability bills at the State level to consider funding to assist low-income customers with their water and sewer bills. This would mandate a fee to all customers and be disbursed by the State. Great Lakes Water Authority currently has a similar program that provides this same service. This would replicate a service already being provided to city residents. Many communities in Macomb County have already passed similar resolutions of opposition, including Chesterfield Township, Center Line, Shelby Township, Harrison Township, Roseville, Memphis, Lenox Township, St. Clair Shores, Bruce Township, Richmond, Macomb Township, Clinton Township, Washington Township, Mount Clemens, Armada Township, Village of Armada, and New Haven.			
BUDGET IMPACT			
☐ Obtained Quotes ☐ Solicited Bids thru RFP ☐ Sole Source ☒ Not Applicable (If sole source, include an additional recommended motion to waive competitive bidding)			
Amount:			
Account Number(s):			
Requires Budget Amendment: ☐ NO ☐ YES - Amount:			
Requires Reoccurring Charges: ☐ NO ☐ YES - Amount:			
Requires Travel Expenses: ☐ NO ☐ YES - Amount:			
Offset by Grant Funding: ☐ NO ☐ YES - Amount:			
Additional Information:			
ATTACHMENTS			
RESOLUTION #2024-002			
RECOMMENDED MOTION(S)			
Motion to approve Resolution #2024-002 to oppose the proposed "water affordability" state legislation.			



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

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Sherry Stein

CITY OF FRASER

RESOLUTION # 2024-002

RESOLUTION TO OPPOSE THE PROPOSED "WATER AFFORDABILITY" LEGISLATION

At a regular City Council Meeting of the Fraser City Council held on Thursday, February 8, 2024, the following resolution was offered:

WHEREAS, the City of Fraser is responsible for the distribution of water to over 14,000 residential and commercial customers as received from the Great Lakes Water Authority (GLWA); and

WHEREAS, GLWA currently provides a Water Residential Assistance Program (WRAP) that offers low-income customers an income-based assistance plan with up to \$100 a month in bill credits, \$2,400 in bill arrearage assistance, and \$2,000 in plumbing repairs; and

WHEREAS, the City of Fraser funds the WRAP within the current charges it receives from GLWA and must pass along those charges to the residential and commercial customers through the current water rates which are calculated each year and approved by City Council; and

WHEREAS, the WRAP is administered within Macomb County by Macomb Community Action which provides a central intake to assist all low-income Macomb residents with county, state, and federal assistance programs. The amount Macomb County customers pay into the WRAP is committed to be spent within Macomb County; and

WHEREAS, several "Water Affordability" bills have been introduced in the State Legislature (SB 0549-0554, HB 5088-5093) which purport to create a statewide fund which would duplicate the benefits of the WRAP by charging every customer within the City of Fraser \$24 for each meter annually regardless of usage or current income level and may go up to \$36 per customer; and

WHEREAS, this legislation would create another state entity to perform the same function as the WRAP program with no requirement that the funds generated from the new fees be committed to the locality and provides no local control. GLWA has representation on its board from Macomb County and the WRAP program is administered locally by a Macomb County agency enabling local control and attentiveness to local needs; and

WHEREAS, the WRAP program covers 40% of the state customers through GLWA and another 30% of the state residents use wells and septic systems which would not be affected, this legislation would create a new benefit for 30% of state residents, which further questions the need to create a new state entity rather than those areas outside of GLWA establishing their own WRAP within their own water distribution systems: and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Fraser oppose the proposed "Water Affordability" legislation and urge our state-elected representatives and the representatives from Macomb County to oppose this legislation.

RESOLUTION DECLARED ADOPTED.

Michael Lesich
Mayor
City of Fraser

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Fraser, County of Macomb, Michigan, at the regular meeting held on Thursday, February 8, 2024 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Cindi Greenia
City Clerk
City of Fraser



Candice S. Miller

Public Works Commissioner
Macomb County

December 1, 2023

Macomb County Leaders,

RE: State Mandated Water Meter Fee Legislation

If there is one issue that all local elected officials hear about, it's that water and sewer bills are too high. Are you aware that every water and sewer customer in the entire State of Michigan is about to have their rates increased?

Several "Water Affordability" bills have been introduced in the State Legislature (SB 0549-0554, HB 5088-5093). While the bills' proponents claim they have had extensive discussions with stakeholders, I don't believe these discussions have included those responsible for providing water and sewer services or setting local rates. While I fully support continuing to assist low-income customers, I have serious concerns with this legislation.

Unfortunately, the bills needlessly duplicate an existing and successful low-income assistance program already funded by and benefiting 40% of the State. It also mandates a new statewide \$24 annual meter fee (soon to be \$36) on water and sewer bills, creating a pool of \$72 million annually. Macomb County customers alone would pay an additional \$8 million a year.

The Great Lakes Water Authority (GLWA) already provides a Water Residential Assistance Program (WRAP) that offers low-income customers an income-based assistance plan with up to \$100 a month in bill credits, \$2,400 in bill arrearage assistance, and \$2,000 in plumbing repairs. The new state plan would mirror and duplicate this existing GLWA program. WRAP is administered in our county by Macomb Community Action which does an excellent job providing a central intake to assist all low-income residents with county, state and federal assistance programs. We don't need to create another state entity to do this work.

The amount Macomb customers pay into the GLWA's WRAP program is committed to be spent in our county. This is not the case with the proposed state plan, where likely most of the money would be spent elsewhere. In fact, in most years the majority of the eight counties served by WRAP have not fully spent their funds and have chosen to give it to the City of Detroit and Flint. Oakland County has never fully utilized their WRAP funds. Even existing state and federal low-income water assistance funds have not been fully spent.

With 40% of the state already covered by WRAP, the new state program would add only 30% of outstate residents, as 30% of the remaining state residents on wells and septic systems would not be

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covered. The bulk of the \$72 million raised annually would most likely go to the City of Detroit. I would argue there are other state or federal funds that could continue to benefit them, or they could simply choose to increase their local WRAP funding to serve their customers. The 30% of the state not covered by WRAP could simply choose to fund their own WRAP program.

The legislation also does not allow a county or community to opt out of this program. In addition, the proposed per meter fee would be the same for a small low-income homeowner or senior citizen as it would for a large business. This is hardly a fair approach. GLWA's WRAP program revenues are more fairly based on water usage.

As leaders of local water utilities, I want to bring these issues to your attention. I urge you to share your perspectives on these bills with your elected representatives in Lansing, as this legislation will be debated as soon as next month.

Sincerely,

A handwritten signature in black ink that reads "Candice S. Miller". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Candice S. Miller, Commissioner